

Registering for a SOAR Session

This document will walk you through the process of registering for a Student Orientation, Advisement and Registration—or SOAR—session at Missouri State University. Before you register, make sure you have the following information:

- Your BearPass Login and password. If you haven't created a BearPass Login, visit www.missouristate.edu/getaccount and follow the instructions listed. Memorize your BearPass login and password, as you will use them to register for classes during your SOAR session.
- Dates for which you and any family members attending are available. Remember, you are required to attend the ENTIRE session.
- The email and mailing addresses of family members attending with you.

Step 1

Begin by visiting my.missouristate.edu and logging in using your BearPass login.

On your My Missouri State portal, select the Academics tab (see arrow 1). Find the channel labeled “New Student” (see arrow 2) and select the “Register for a SOAR Session” link (underlined in red).

If the New Student channel is not available to you, you may not be required to attend SOAR—contact the SOAR office for further assistance.



Figure 1: The My Missouri State Portal Screen

Step 2

The SOAR registration system will open. Before you register for a session, review the system's features.

The left navigational bar displays the sections of the reservation system and notes which sections you have completed with check marks. The word “**INCOMPLETE**” is displayed until your reservation is fully submitted.

Blue boxes near the top of each section display important information and instructions for completing your reservation. Read the information contained in these boxes very carefully as you progress through the system.

The first section displays personal information about you. Make any necessary changes or additions, then select the “Save & Continue” button near the bottom of the screen.

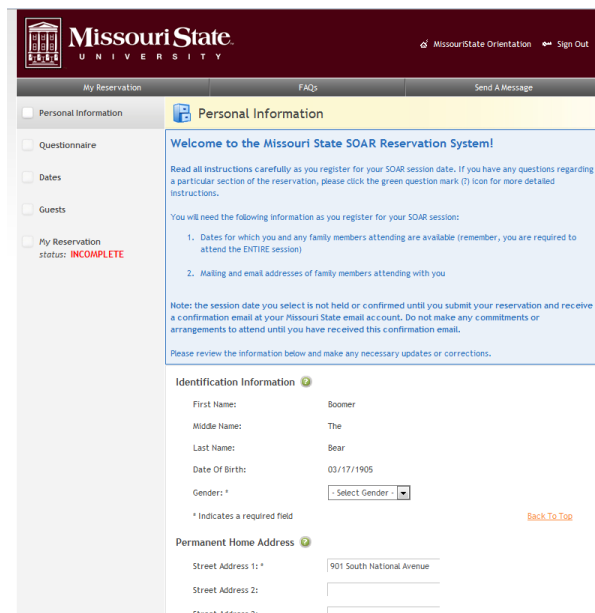


Figure 2: The SOAR Reservation System's First Screen

Step 3

The Questionnaire section asks you information that will help preparing for your arrival at SOAR.

Select your major and enter in additional information. If your major changes later, update this information at least five business days prior to your SOAR session.

Once you're done, select the "Save & Continue" button.

Missouri State UNIVERSITY

My Reservation | FAQs | Send A Message

Personal Information | **Questionnaire**

Questionnaire

Dates

Guests

My Reservation status: **INCOMPLETE**

Please note the following information while making the necessary selections below:

Major Selection
The major (or program of study) listed below is the major you indicated on your application for admission. If you would like to change your major, make your selection from the drop down list below. You will be assigned to an advisement group based on this selection during your SOAR session. Changes to majors must be made at least five business days prior to your session date. You can view a complete list of Missouri State's available majors at missouristate.edu/fac/academics.

Pre-Professional Options
Please note that the program of study selection menu contains pre-professional options (e.g., pre-medicine, pre-law, pre-engineering, etc.). Pre-professional options are NOT majors; they indicate a student's long-term educational goals, but they are not a degree option at Missouri State. During SOAR, students who choose a pre-professional option will meet with either an academic advisor from a closely-related major or an advisor who specializes in assisting students with pre-professional interests.

Student Information

Student Type: Freshman

Student Groups: No Group

Semester: Spring 2012

Program Of Study:

Have you earned college credit while in high school? yes no

- This credit could be earned through:
 - Dual enrollment courses
 - Transfer credit from other institutions
 - Advanced Placement (AP), International Baccalaureate (IB), or College-Level Examination Program (CLEP) examinations

Figure 3: The Questionnaire Page

Step 4

The Dates screen will display any open sessions you are eligible to attend—sessions that are closed or you are ineligible to attend will not be displayed.

Select the session that best fits your schedule. Please note that space in any session is not held for you by simply selecting a date—you MUST fully complete your reservation.

If you are attending a two-day SOAR session during June or July, you will also be asked if you want to reserve on-campus accommodations overnight.

Once you've made your selections, select the "Save & Continue" button.

Missouri State UNIVERSITY

My Reservation | FAQs | Send A Message

Personal Information | Questionnaire | **Dates**

Guests

My Reservation status: **INCOMPLETE**

Session Availability and Confirmation
The SOAR session dates currently available to you are listed below. Any session not listed below is unavailable or has reached its maximum capacity; sorry, we cannot overfill any session. Remember, selecting a session date will not hold your reservation in any particular session. You must complete the reservation process by submitting your reservation to hold and confirm your space in a particular session.

Overnight Accommodations
Students attending our two-day SOAR sessions in June and July have the option of staying in on-campus accommodations. Reserve your accommodations along with your session date. For additional information about overnight accommodations, please visit www.missouristate.edu/soar/accommodations.htm.

My Session

Please select the orientation session you would like to attend: *

- Thursday, January 12, 8:30 AM - 5:00 PM
Spring 2012 SOAR Session 1
26 of 50 reservations available.
SOAR session for new students entering for the Spring 2012 semester.
Student Fee: \$50.00
- Friday, January 13, 8:30 AM - 5:00 PM
Spring 2012 SOAR Session 2
39 of 50 reservations available.
SOAR session for new students entering for the Spring 2012 semester.
Student Fee: \$50.00

Figure 4: The Dates Page

Step 5

The Guest Screen allows you to reserve space for family members who will attend SOAR with you.

To register family members, select the "Add a Guest" link.

Missouri State UNIVERSITY

My Reservation | FAQs | Send A Message

Personal Information | Questionnaire | Dates | **Guests**

My Reservation status: **INCOMPLETE**

Are family members attending SOAR with you? If so, please enter their information below. As a reminder, friends cannot attend a session with you unless you are both scheduled to attend the same SOAR session.

Remember, your reservation is not complete. Please continue through the system.

My Guest(s)

Would you like to make a reservation for a guest? [Add A Guest!](#)

[Back](#) [Save & Exit Reservation](#) [Save & Continue](#)

Figure 5: The Guest Page

A new window will appear; enter the necessary information and select the “Add” button. Repeat this process for each family member attending.

Once you’ve finished, select the “Save & Continue” button.

Figure 6: The Add A Guest Window

Step 6

The My Reservation screen allows you to review or change any of the information about your reservation.

If you need to make any changes, select the “Edit Section” button for the appropriate section (see arrow 1).

Note that your reservation is still incomplete (see arrow 2); to complete your reservation, you must select the “Submit” button near the top of the screen (see arrow 3).

No payment for SOAR is necessary at the time of registration; SOAR fees are not charged to your student account until you check in on the morning of your session.

Figure 7: The My Confirmation Page

After submitting your reservation, the screen should display a message noting that your reservation is complete.

A confirmation email will also be automatically sent to your Missouri State email account. Read this confirmation email carefully, because it contains important information about preparing for your SOAR session.

To access your email account, visit your My Missouri State portal and select the envelope icon near the upper right corner of the screen.

Figure 8: The Completed SOAR Reservation Screen

Congratulations on registering for a SOAR session. We’re looking forward to meeting you at SOAR!