



Missouri State
UNIVERSITY

Office of the Registrar Annual Meeting

September 12, 2018 (2:30 pm-4:00 pm)
September 13, 2018 (8:30 am-10:00 am)

Plaster Student Union 313

Agenda

- Introduction of staff and office
- Responsibilities of the Registrar's Office
- Previous year accomplishments
- New initiatives
- Processes and resources of the office relevant to you

Introduction of Office



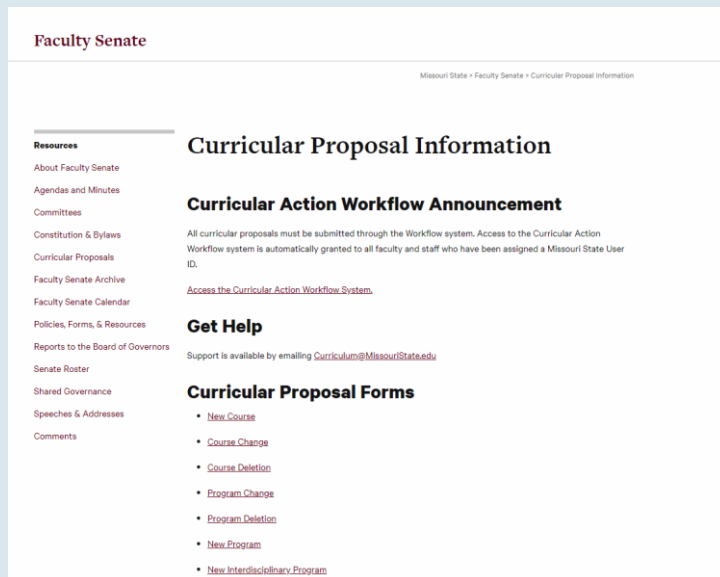


Previous Year Accomplishments

- Changes to summer commencement/graduation
- Enhancements to electronic curricular workflow (with Faculty Senate and Computer Services)
- Pre-registration of GEP 101
- Implementation of Core 42 (e.g., degree audit, course attributes)
- Structured schedule pilot programs
- Update to academic calendar
- Implementation of Admin Banner, upgrade to My Missouri State

Previous Year Accomplishments:

- Enhancements to electronic curricular workflow (with Faculty Senate and Computer Services)
- Participated in Faculty Senate Curricular Work Group



- Added questions on the proposal forms to guide originator through the form and provide prompts for information.
- Reworded/changed verbiage to create consistency
- Clarified and improved behind the scenes communication and administrative tasks related to the curricular action workflow and curricular processes.

Previous Year Accomplishments:

- Pre-Registration of GEP 101
 - We pre-registered approximately 2,900 students into GEP 101 before their SOAR sessions.
 - We worked with First-Year Programs to register students into predetermined sections of GEP 101, make changes if necessary after the student's SOAR session, and remove the student from GEP 101 if they chose to no longer attend MSU Fall 2018.

Previous Year Accomplishments: Implementation of Core 42-What Is It?

- <https://dhe.mo.gov/core42.php>

Core Curriculum Transfer (CORE 42)

[Home](#) » [core42](#)

Senate Bill 997 established the Higher Education Core Transfer Curriculum Act (Sections 178.785-789 RSMo), which directs the Coordinating Board for Higher Education to develop a standard core transfer curriculum and a common course numbering equivalency matrix for lower-division general education courses. The core transfer curriculum, known as CORE 42, is a framework for general education that all Missouri public two-and four-year institutions of higher education will adopt effective for the 2018-2019 academic year. The goal of the CORE 42 is to facilitate the seamless transfer of academic credits. The completion of the CORE 42 at any public institution of higher education will transfer to every other public institution of higher education in the state and substitute for the receiving institution's general education requirement. Individual courses that comprise the CORE 42 are guaranteed to transfer one-to-one among all public colleges and universities.



The framework for Missouri's CORE 42 is designed for students to obtain the basic competencies of Valuing, Managing Information, Communicating, and Higher-Order Thinking through the completion of at least 42-semester hours distributed across the broad Knowledge Areas of Communications, Humanities & Fine Arts, Natural & Mathematical Sciences, and Social & Behavioral Sciences. Students obtain the competencies through completion of the CORE 42 in its entirety.

Previous Year Accomplishments: Implementation of Core 42-What was accomplished in the last year?

- Development of a course and student attribute system which will be implemented through the Office of Admissions' transfer evaluation process.
- Development of degree audit programming by the Office of the Registrar.
- Development of a Core 42 worksheet by the Academic Advisement Center.
- Development of a Missouri State Core 42 website by the Office of the Provost. (<https://www.missouristate.edu/GeneralEducation/core42.htm>)
- Cooperative development of tools to identify course equivalencies changes that are mandated by CORE 42.

Previous Year Accomplishments: Structured Schedule Pilot Programs

- Implemented a pilot program for structured schedules for summer 2018 SOAR students in a College of Business program or the Musical Theatre program.
- Pre-populated 2-3 courses in students' trial schedule builder that are marked as required.
- Students still get to choose the specific section (day, time, and modality) of the course that they want.
- When students access trial schedule builder to search for classes for the first time, they only need to search for one or two classes to make a full schedule, because some required classes already appear.

The screenshot shows the 'Schedule Planner' interface for Missouri State University. At the top, there is a navigation bar with 'Schedule Planner' and 'Text Only' tabs, along with 'Help' and 'Sign out' links. The Missouri State logo and name are prominently displayed in the center. Below this, there are settings for 'Course Status' (Open & Full), 'Term' (Fall 2018), 'Parts of Term' (All Parts of Term Selected), and 'Campuses' (All Campuses Selected), each with a 'Change' button. The main content area is divided into 'Courses' and 'Breaks' sections. The 'Courses' section lists 'ENG 110 Writing I' and 'MTH 135 College Algebra', both marked as 'Required'. Each course entry includes a checkbox, a gear icon for 'Options', and a lock icon. The 'Breaks' section has a '+ Add Break' button and a yellow information box stating 'Add times during the day you do not wish to take classes.' At the bottom, there is a 'Schedules' section with a 'Generate Schedules' button, 'Advanced Options', and 'View Schedules' buttons.

Previous Year Accomplishments: Academic Calendar

Calendar of Events

Missouri State > Calendar > Academic Calendar

« September 2018 »

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Academic Calendar

Complete academic calendars, including deadlines associated with grading, will be available no later than one year prior to the selected semester.

Find drop and refund deadlines within the [fee payment and refund schedules](#).



Semester:

View

Additional calendars

Academic Calendar

Athletics

Cultural and Religious Observances

Public Affairs

Staff Holidays

Event management

Submit an Event

Manage Approvers

Approve an Event

Generate a Feed

Current events

March 28, 2018 - April 25, 2018
All Day

Fall 2018 Registration-Sequenced

April 26, 2018
All Day

Fall 2018 Registration-Regular

Aug. 20, 2018 - Dec. 6, 2018
All Day

Drop and Refund Deadline Information (See Event Details)

Aug. 20, 2018 - Aug. 24, 2018
All Day

Full Semester and First Block Change of Schedule Period

Aug. 20, 2018
All Day

Fall 2018 Full Semester Classes Begin

Fee Payment and Refund Schedules

[Refunds Home Page](#)

[Fall 2018 Fee Payment and Refund Schedule](#)

[Summer 2018 Fee Payment and Refund Schedule](#)

[Spring 2019 Fee Payment and Refund Schedule](#)

Students

[Registration](#)

[Residency Reclassification](#)

[Graduation Eligibility and Commencement](#)

[Tuition and Fees](#)

[Transcripts](#)

[Academic Calendar](#)

[Enrollment Verification](#)

[Academic Information](#)

[Catalogs](#)

Fee Payment and Refund Schedules

New Feature in My Missouri State

Students and instructors can now view a personalized refund schedule and drop deadlines based on the student's actual class schedule or a trial schedule in [My Missouri State](#).

- **Section view** allows anyone who is searching for classes to view the refund and drop deadlines *before* they register. This view is accessible from the Search for Classes and Trial Schedule Builder links under the My Registration channel.
- **Students** can access the link from the Add or Drop Classes, Active Registrations or Detailed Schedule links under the Registration channel.
- **Staff and advisors** can access the link from the Teaching & Advising tab >> Student Information channel >> Refund and Drop Deadlines, or from Advising Notes and Releases.
- **Instructors** can view the refund and drop deadlines for his/her instructed classes per term. This link is under the Teaching and Advising tab >> Schedule and Assignment channel, and on the Class List feature.

Current and future semesters

- [Fall 2018 fee payment and refund schedule](#) *Note: The deadline for an appeal is June 30, 2019*
- [Spring 2019 fee payment and refund schedule](#) *Note: The deadline for an appeal is November 30, 2019*

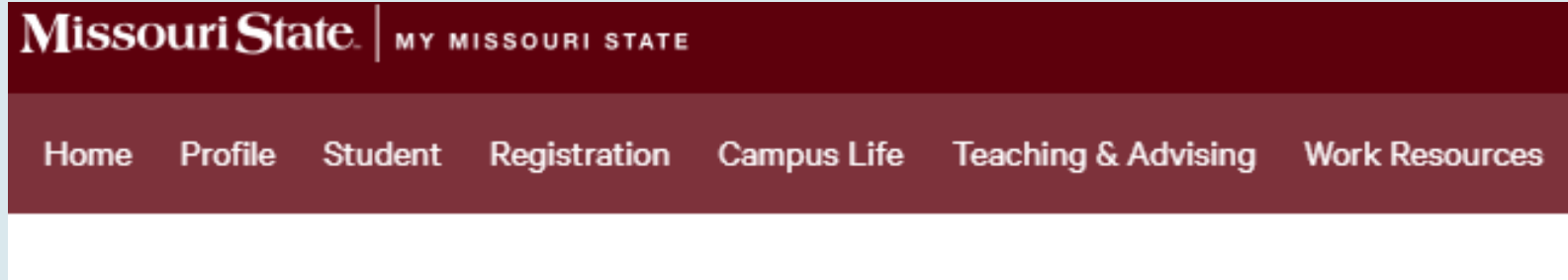
Past semesters

- [Spring 2018 fee payment and refund schedule](#) *Note: The deadline for an appeal is November 30, 2018*
- [Summer 2018 fee payment and refund schedule](#) *Note: The deadline for an appeal is February 28, 2019*

Fee Refund Schedule

Session	Last day for 100% credit	Last day for 75% credit	Last day for 50% credit	Last day for 25% credit	Last day to drop or withdraw
Intersession August 6-August 17	August 6	August 7	August 8	August 10	August 15
Full Semester August 20- December 13 (including finals)	August 24	August 31	September 17	October 17	November 9
First Block August 20-October 9 (including finals)	August 24	August 31	September 7	September 17	September 26
Second Block October 15- December 13 (including finals)	October 19	October 26	November 1	November 9	November 20
Short courses of 19 days or less	Prorated, refer to chart on Refunds for classes with term of 19 days or less , or contact the Office of the Registrar.				

Previous Year Accomplishments: My Missouri State



- Everyone
- Employees
- Students
- Faculty/Advisors



Home, Campus Life
Profile, Work Resources
Student, Registration
Teaching & Advising



Previous Year Accomplishments: Banner SSB

Teaching & Advising

Faculty Services

[Term Selection](#)

[CRN Selection](#)

Schedule and Assignments

[Active Assignments](#)

[Assignment History](#)

[Faculty Schedule Detail](#)

[Faculty Schedule Week at a Glance](#)

[Refund and Drop Deadlines](#)

Rosters and Evaluations

[Class Dashboard](#)

Use for Blackboard options for summer 2018 and later

[Class Detail List](#)

Advisor Services

[Advisee List](#)

Provides a detailed view of your assigned advisees with advanced filtering options available.

Advising Notes and Releases
Add notes and provide registration releases for an advisee.

Please utilize the [Student Information Menu](#) in order to access this application.

[Advising Student Profile](#)

Consolidates an advisee's academic and biographical information on one page. Students have access to their student profile on the Academics tab. [Learn more.](#)

[Degree Audit and Student Educational Planner](#)

View an advisee's progress toward their degree program and create a plan for taking courses that will achieve program requirements.

Student Information

[Student Information Menu](#)

[Banner Computer System Update Information](#)

Some applications must be directly accessed from the [Student Information Menu](#) to operate properly.

ID Selection

Term Selection

Active Registrations

Address and Phones

Advising Notes/Releases

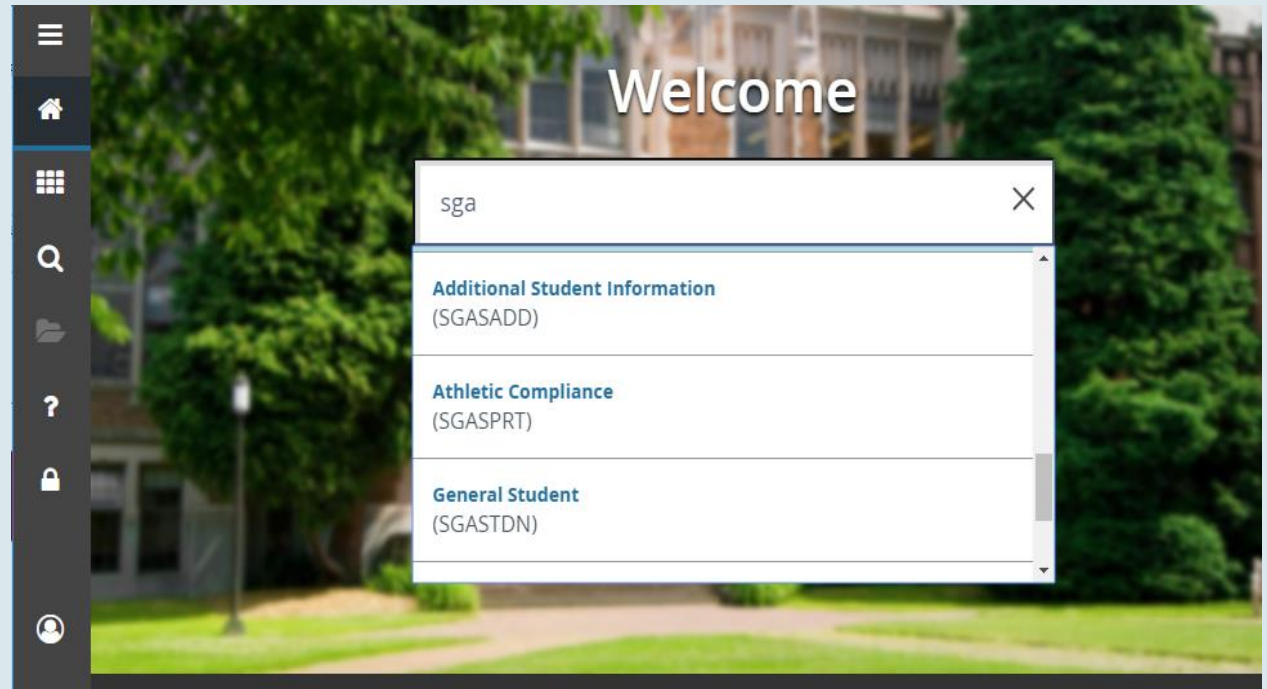
Degree Audit and Student Educational Planner

Email Address

General Student Information

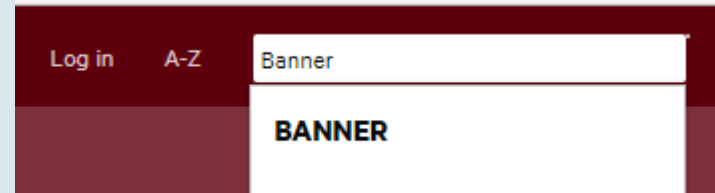
Previous Year Accomplishments: Admin Banner

- Goodbye INB!
Sept. 28th
- Access through
My Missouri
State



Previous Year Accomplishments: Admin Banner - Resources

Just type Banner in the search box!



- Online and Print-Ready Guides
- Hands-on Navigation Help Sessions
- Contact Names & Emails

New Initiatives

- Upgrade Banner Student and Faculty Self-Service
- Development of Degree Works Student Educational Planner templates
- Refine and develop CORE 42 programming
- Reporting out of Degree Works
- Development of Assistant Registrar-Course and Curriculum Management position
- Continue improvements to electronic curricular workflow
- Add notarizations to the transcript request system

New Initiatives – Banner Upgrades


- Updated look and feel
- Streamlined workflow

Missouri State. Kristi Oetting 1

Advising • [Advisee Search](#) • [Student Profile](#)

Student Profile - Oetting, Kristi A (M00063020) CONFIDENTIAL

Term: Spring 2019 ▾ Standing: [redacted] Overall Hours: 36 Overall GPA: 3.53 Registration Notices: 0 Holds: 0



Bio Information
 Email: KristiOetting@MissouriState.edu
 Phone: [redacted]
 Ethnicity: Caucasian, Non-Hispanic
 Race: White or Caucasian
 Citizen: Yes
 Citizenship: Citizen or National of the US
 Emergency Contact: Bryant, Haley
 Emergency Phone: [redacted]

General Information ⓘ
 Level: Graduate
 Class: Graduate
 Status: Inactive due to graduation
 Student Type: First Time-Non Degree UG & GR
 Residency: Missouri Resident
 Campus: Not Provided
 First Term Attended: Spring 2009

Advisors
 Primary / Major: [Unassigned, Advisor](#)

CURRICULUM, HOURS & GPA ^

Primary	Secondary	Hours & GPA
Degree:		Not Degree Seeking
Level:		Graduate
Program:		Graduate Nondegree-Post Master
College:		Graduate College
Major:		Graduate Non-Deg/Post Masters
Department:		Graduate College
Minor:		Not Provided
Admit Term:		Fall 2015

REGISTERED COURSES ^

Course Title	Details	CRN	Hours
Total Hours Registered Hours: Billing Hours: CEU Hours:			

CONFIDENTIAL

Oetting, Kristi A

Curriculum and Courses

Additional Links

Degree Audit and Planner

Advising Notes

Hold Codes

New Initiatives: Student Educational Planner (SEP)

- University goal to switch from the current “advisor-driven” model to a “student-driven” model effective SOAR 2019.
- Reviewing all undergraduate four-year plans (revised in summer 2018) against the current undergraduate catalog.
- Meeting with academic departments – discrepancies, additional advisement and/or features.
- Build SEP templates for all undergraduate majors before SOAR.
- Offer training resources and workshops as needed to advisors on how to review and approve student plans (spring 2019).

New Initiatives: Implementation of Core 42-What is coming this year?

- An administrative degree audit that students and/or advisors can use to compare Core 42 vs General Education.
- Information on the advising notes page to indicate whether the student is following Core 42 or General Education.
- Revision to the transfer equivalency report to identify which courses are Core 42 MOTR courses.

New Initiatives: Degree Works Reporting

- Degree Works reporting in development-hope to be available at some point in spring 2019.
- Degree audit reporting
 - Student progress reports such as students above/below a certain progress percentage or such students who do/do not have a particular course.
 - Major GPA and other Degree Works calculated GPA reports
 - Exception reporting (by user, by college/major, by date range)
- SEP reporting
 - On-track/off-track reporting by college/department/advisor
 - Course demand reporting

New Initiatives: Development of Assistant Registrar-Course and Curriculum Management Position

- What does this position do that is specific to courses and curriculum?
 - Manages Class Scheduling Building processes and procedures
 - Acts as primary contact for curricular questions from departments and faculty
 - Provides support to faculty/departments who have submitted/need to submit curricular proposals
 - Works closely with Faculty Senate office
 - Builds classes and manages registration for special programs
- What does this mean to you?
 - I need to build FUN-100 Underwater Basket Weaving but I can't find that course in Banner.
 - Prerequisites have changed in the middle of registration but students have already registered.
 - When will a proposal be approved?
 - The supplemental course fee is on the old course but not the new course, what do we do?
 - We want to offer a special class but it's not in the catalog.

New Initiatives: Transcript System Upgrades

- Parchment vendor solution implemented in August 2017
 - Currently producing 62% of transcripts electronically
 - Online ordering for diplomas
- Future upgrades
 - Provide option for transcripts and diplomas to include notarized statement for a fee

Processes and Resources of the Office Relevant to You

- Non-attendance
- Forms
- Projected course offerings
- Videos – updating, closed captioning
- Personalized drop dates and refund schedule tool
- Support of special programs
- Class schedule building initiatives
- Registration
- Grading
- Proactive registration and Bear Return

Processes and Resources: Non-attendance

Teaching & Advising

Faculty Services

[Term Selection](#)

[CRN Selection](#)

Schedule and Assignments

[Active Assignments](#)

[Assignment History](#)

[Faculty Schedule Detail](#)

[Faculty Schedule Week at a Glance](#)

[Refund and Drop Deadlines](#)

Rosters and Evaluations

[Class Dashboard](#)

Use for Blackboard options for summer 2018 and later

[Class Detail List](#)

[Class List Summary](#)

[Class Lists](#)

Use for email/Excel options and to verify grade submission

[iGrade Instructor Evaluations](#)

[Instructor or Prerequisite Drop](#)

[Non-Attendance Reporting](#)

[Student Age Report](#)

Advisor Services

[Advisee List](#)

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[Degree Audit and Student Educational Planner](#)

View an advisee's progress toward their degree program and create a plan for taking courses that will achieve program requirements.

Faculty Dashboard

Preferences

My Classes

> Fdtns Info Tech Service Mgt		 
> Fdtns Info Tech Service Mgt		 

Student Information

[Student Information Menu](#)

[Banner Computer System Update Information](#)

Some applications must be directly accessed from the [Student Information Menu](#) to operate properly.

ID Selection

Term Selection

Active Registrations

Address and Phones

Advising Notes/Releases

Degree Audit and Student Educational Planner

Email Address

General Student Information

Holds

Payment/Refund Schedules

Refund and Drop Deadlines

Registration History

Registration Overrides

Registration Status

Student Schedule Concise

Processes and Resources: Forms

Office of the Registrar

Missouri State > Office of the Registrar > Faculty and Staff > Forms

Faculty and Staff

Submitting Grades

Class Schedule Building

Degree Works (Degree Audit and Student Educational Planner)

Resources

Training and Useful Tools

Forms

Academic Calendar

Forms

You need [Adobe Reader](#) to view and print documents on this page.

Commonly Used Student Forms

Faculty/Staff Forms

Paper Forms

- [Acknowledgment of Confidentiality Regulations](#) is a standardized form a department may use as a written agreement for any employees (i.e., full-time, part-time, student) who have access to private/confidential information.
- [Administrative Withdrawal due to Class Disruption](#) form is used by the instructor to request an administrative withdrawal of a student due to class disruption.
- [Course Exception](#) (course substitution, course waiver, advisor approved course list) form is used to substitute a course required for a major or minor with an alternate course, to waive a course requirement, and to approve an "advisor approved" list of courses within a major or minor.
- [Credit by Assessment](#) form is used by academic departments to award credit for passing a departmental examination.

Processes and Resources: Forms

Office of the Registrar

Missouri State > Office of

Students

Registration

Residency Reclassification

Graduation Eligibility and
Commencement

Tuition and Fees

Transcripts

Academic Calendar

Enrollment Verification

Academic Information

Catalogs

Commonly Used Forms

You need [Adobe Reader](#) to view and print documents on this page.

- [Auditing Form](#)
- [Change of Student Information Form](#)
- [Change of Student Contact Information Form](#)
- [Overload Permission Form](#)
- [Pass/Not Pass Form](#)
- [Registration Request/Change of Schedule Form](#)

Processes and Resources: Projected Course Offerings

<p>Faculty and Advisor Resources</p> <hr/> <p>Resources</p> <ul style="list-style-type: none">CatalogsClass Schedule SearchCourse DescriptionsCourse Equivalency GuideDegree Works Training ResourcesPayments/RefundsProjected Course OfferingsProjected Course Offerings Administration For departmental use onlyRegistration ResourcesTransfer Equivalency SearchTrial Schedule Builder <p>Data and Reports</p> <ul style="list-style-type: none">Bear Intelligence: Resource Center for University Data and Reports	<p>For Instructors</p> <ul style="list-style-type: none">EvaluationKIT View course evaluation reports and statistics for your coursesDistance Education Support Find instructional design and technology support	<p>Taskstream</p> <ul style="list-style-type: none">My Taskstream <p>Practicum and Student Teaching Resources</p> <ul style="list-style-type: none">Student Teaching ApplicationPracticum Application <p>ePortfolio</p> <ul style="list-style-type: none">My ePortfolioClinical Practice Log <p>Online Agreements</p> <ul style="list-style-type: none">Professional Dispositions ChecklistStudent Contract <p>Supervisor Access</p> <ul style="list-style-type: none">eSTARSEvaluate Student ePortfoliosTransition PointsPracticum, Student Teaching, and Certification DatabasePracticum ApplicationsEnter Practicum Placement Information
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Processes and Resources: Videos

<https://www.missouristate.edu/registrar/Videos.htm>

Faculty/Advisors

**My Missouri State
Resources for
Faculty**

**Degree Audit -
Entering Exceptions
in Degree Works**

**Degree Audit -
“What-If” Degree
Audits**

**Degree Audit - How
to Read a Degree
Works Degree Audit**

**Student Educational
Planner- Building a
SEP from a
Template**

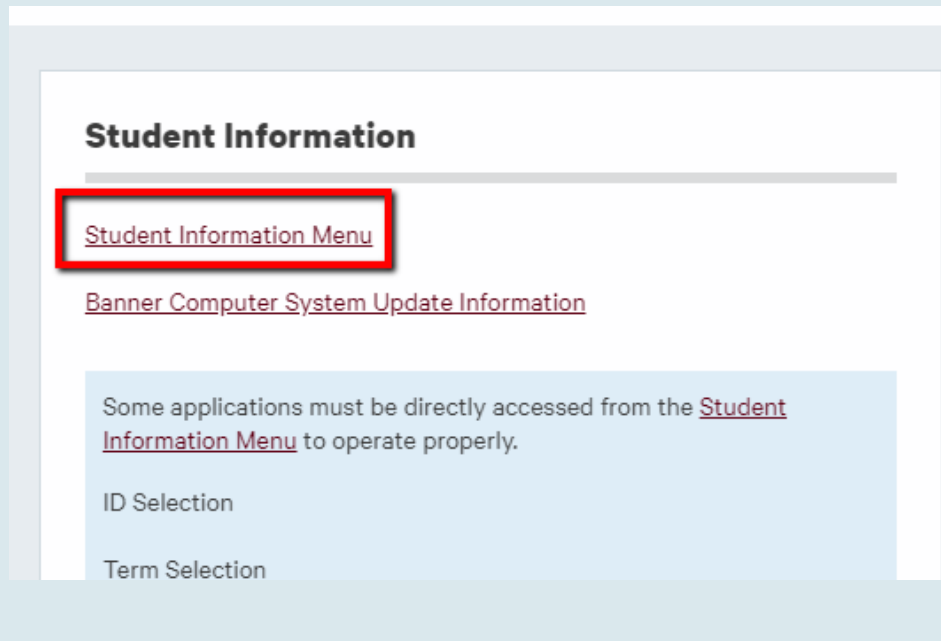
**Student Educational
Planner- Building a
Blank SEP**

**Faculty Grade Entry
- How to Enter
Grades in Faculty
Grade Entry**

**Faculty Grade Entry
- Using the Import
and Export in
Faculty Grade Entry**

Processes and Resources: Personalized Drop Dates & Refund Schedules

- To view a specific student's refund and drop deadlines:
 - My Missouri State, Teaching and Advising tab
 - Student Information channel, Student Information Menu
 - Refund & Drop Deadline link



Student Information

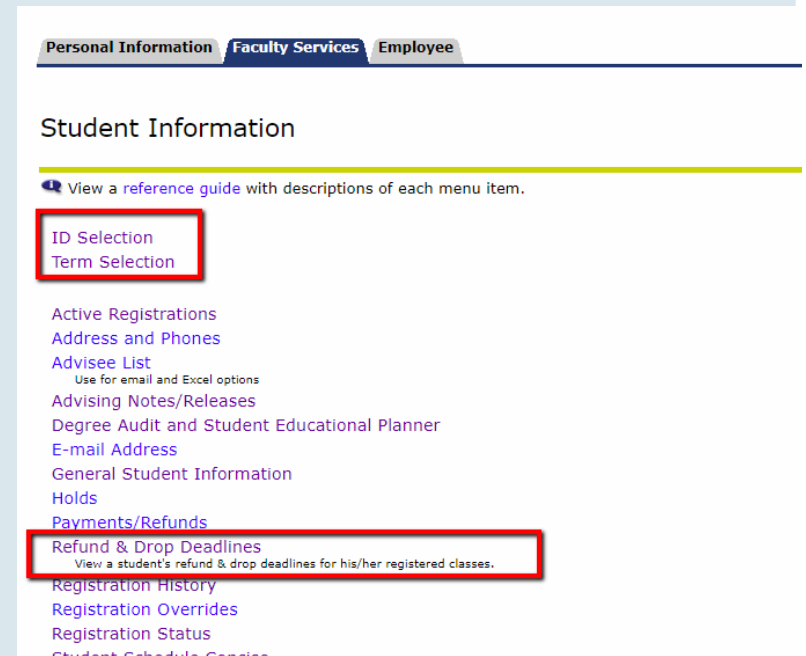
[Student Information Menu](#)

[Banner Computer System Update Information](#)

Some applications must be directly accessed from the [Student Information Menu](#) to operate properly.

ID Selection

Term Selection



Personal Information Faculty Services Employee

Student Information

View a [reference guide](#) with descriptions of each menu item.

[ID Selection](#)

[Term Selection](#)

[Active Registrations](#)

[Address and Phones](#)

[Advisee List](#)
Use for email and Excel options

[Advising Notes/Releases](#)

[Degree Audit and Student Educational Planner](#)

[E-mail Address](#)

[General Student Information](#)

[Holds](#)

[Payments/Refunds](#)

[Refund & Drop Deadlines](#)
View a student's refund & drop deadlines for his/her registered classes.

[Registration History](#)

[Registration Overrides](#)

[Registration Status](#)

[Student Schedule Change](#)

Processes and Resources: Personalized Drop Dates & Refund Schedules

Refund and Drop Deadlines

Student's Registered Classes

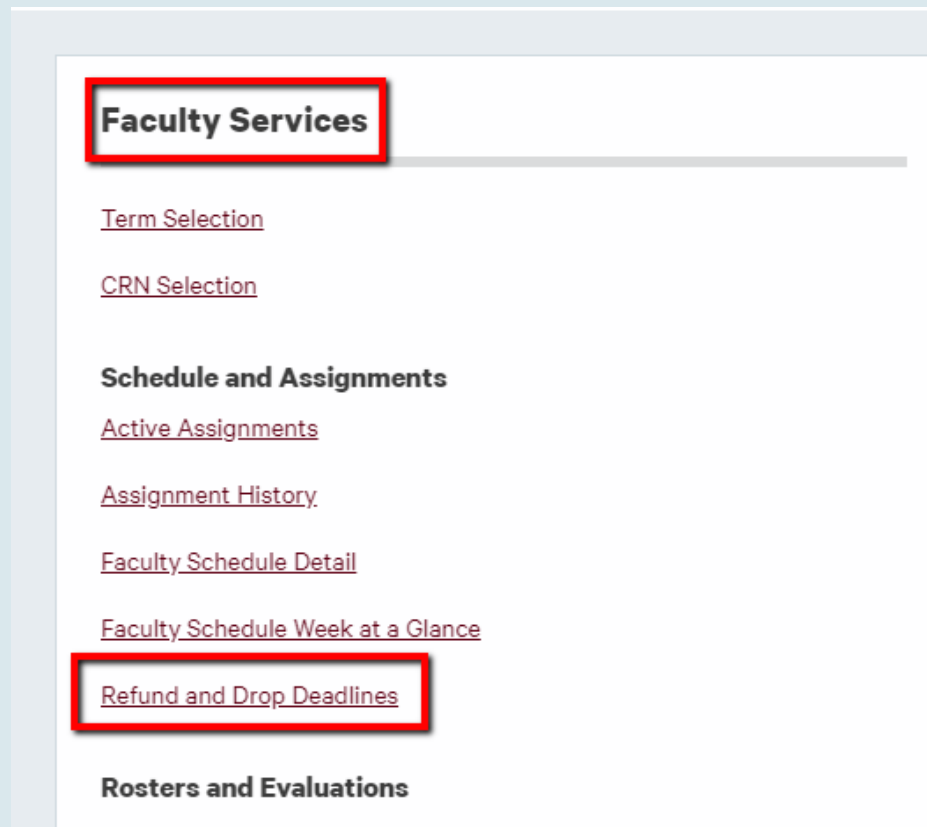
This page is designed to assist the student in knowing his/her deadlines for dropping registered class(es) for a percentage of refund. Classes dropped after the 100% deadline will result in a 'W' grade and will appear on the transcript. The student cannot drop after the Drop Day date.

Academic Period:

Course	CRN	Title	Term Type	Start Date	End Date	End 100%	End 75%	End 50%	End 25%	Last Day to Drop
CHI 101-001	40112	Elementary Chinese I	Full Term	08/20/18	12/13/18	08/24/18	08/31/18	09/17/18	10/17/18	11/09/2018

Processes and Resources: Personalized Drop Dates & Refund Schedules

- To view refund and drop deadlines for your class:
 - My Missouri State, Teaching and Advising tab
 - Faculty Services channel, Schedule and Assignments section
 - Refund and Drop Deadlines link



The screenshot shows a web interface for 'Faculty Services'. The 'Faculty Services' header is highlighted with a red box. Below it, there are several menu items: 'Term Selection', 'CRN Selection', 'Schedule and Assignments' (a sub-header), 'Active Assignments', 'Assignment History', 'Faculty Schedule Detail', 'Faculty Schedule Week at a Glance', 'Refund and Drop Deadlines' (highlighted with a red box), and 'Rosters and Evaluations'.

Faculty Services

[Term Selection](#)

[CRN Selection](#)

Schedule and Assignments

[Active Assignments](#)

[Assignment History](#)

[Faculty Schedule Detail](#)

[Faculty Schedule Week at a Glance](#)

[Refund and Drop Deadlines](#)

Rosters and Evaluations

Processes and Resources: Personalized Drop Dates & Refund Schedules

Refund and Drop Deadlines

My Instructed Classes

This page is designed to assist students in understanding deadlines for dropping class(es), after the class is registered for, for a percentage of refund. A class dropped after the 100% deadline will result in a 'W' grade and will appear on the transcript. Students cannot drop after the Drop Day date.

Academic Period:

Course	CRN	Title	Term Type	Start Date	End Date	End 100%	End 75%	End 50%	End 25%	Last Day to Drop
BIO 320-750	48277	Intro to Cellular Biology	Full Term	08/20/18	12/13/18	08/24/18	08/31/18	09/17/18	10/17/18	11/09/2018
MUS 498-027	43546	Senior Recital-Organ/Carillon	Full Term	08/20/18	12/13/18	08/24/18	08/31/18	09/17/18	10/17/18	11/09/2018

Processes and Resources: Support of Special Programs

- Each semester, we process registrations for a variety of special programs.
 - International Leadership Training Center
 - Foreign Language Institute
 - Missouri State Debate Institute
 - Fine Arts Academy
 - Doctor of Pharmacy Program
 - Study Away
 - Various Grant Funded Programs

Processes and Resources: Class Schedule Building Initiatives

- Administrative Banner-Documentation and Resources
- Proofing Dashboard
- Meeting Type Accuracy
- EMS Implementation-Partnership with Room Scheduling
- Class Building/Room Scheduling Deadlines
- Centrally Scheduled Large Classrooms

Processes and Resources: Registration

- Late registration
- Waitlisting
- Administrative drops
 - Instructor
 - Prerequisite
 - Academic suspensions
 - Cancelled Classes

Processes and Resources: Grading

- We will be offering one on one Faculty Grade Entry training for new instructors this semester.
 - An email will be sent out to departments and instructors with the details of the FGE training when midterm and final grade rosters become available.
 - Kimberly Strobe, Grading Coordinator, will be the contact person for the training. Feel free to call 417-836-4899 or email KimberlyStrobe@MissouriState.edu to schedule a training session.
- We posted approximately 190,435 grades from fall 2017-summer 2018 and 99% were submitted by the deadline.

Processes and Resources: Other administrative tools-Proactive Registration and Bear Return

Proactive Registration

- Contact of student registered in the current semester who did not sign up for a future semester and is not graduating
- Conducted twice a year (late November/early December; late April/early May)
- Multi-tiered contact includes Office of the Registrar email, advisor contact, residence life contact as applicable, additional population contacts (Veterans, International, Non-Traditional Adult, Underrepresented)

Bear Return

- Contact of student who applied to graduate a year ago, was not successful, and who has not continued working on his/her degree.
- Conducted twice a year (late November/early December; late April/early May)
- Multi-tiered contact includes Office of the Registrar email, additional population contacts (Veterans, International, Non-Traditional Adult, Underrepresented)

Available Training, Documentation, and Resources

- [Admin Banner](#)
- [Degree Works](#)
- [Faculty Grade entry](#)
- [Class schedule building training on demand](#)
- [Experts documentation](#)
- [YouTube channel](#)

We are happy to assist with additional training needs as requested.

Thank you for attending our Annual Meeting!

Contact information

- Phone: 65520
- Email: registrar@missouristate.edu
- Website: www.missouristate.edu/registrar
- YouTube:
<http://www.youtube.com/channel/UCSsRwFklet9ht4e7t3xBzWA>
(search YouTube for “**Missouri State Office of the Registrar**”)



**MAKE YOUR
MISSOURI
STATEMENT™**