

Missouri State University  
Office of the Registrar



*Annual Meeting-*  
*Fall 2021*



# Angela Young (Registrar)

Opening Remarks and Meeting Preview  
Office of the Registrar Staff and Panel Introduction

# Office of the Registrar Staff

<https://www.missouristate.edu/registrar/about-us.aspx>



Administrative Specialist II not pictured

Administrative Assistant position no longer exists-permanently frozen

# Today's Annual Meeting Panel



## Collective Experience of the panel:

- 81 years in Higher Education
- 61 years at Missouri State
- 46 years in the Office of the Registrar at Missouri State



# **Nathan Hoff (Associate Registrar- Degree Programs and Advisement Support)**

Degree Works Upgrades-Past, Present, and Future

Review of the Advisor Toolkit

Advising Review Resources for Graduating Students

# Degree Works Upgrades-Past, Present, and Future



**Degree Works 5.0.3-Installed September 26-27, 2020:** Introduced the Responsive Dashboard Audit (new format); upgraded from version 5.0.1



**Degree Works 5.0.4-Installed December 4, 2020:** Introduced degree-filtered what-if audits and repeat indicators



**Degree Works 5.0.5-Installed June 25, 2021:** Current version that returned the ability to run multiple majors/minors in the what-if audit



**Degree Works 5.0.6-To be released for testing end of quarter 3 (late September) of 2021:** Contents and installation timeline not finalized at this time

# Future Degree Works Related Initiatives and Projects

Exploring abilities in current 5.0.5 version to expand information block to include advisor, BearPass number, academic standing, and graduation application status.

Launch of initial degree works reporting queries related to exception processing, degree audit GPAs, and course projection and planning aids.

Degree Works TreQ: Tool that allows students to self-report transfer coursework from other institutions to get an unofficial what-if degree audit. Not likely to begin in 2021-2022.

# Degree Works 5.0.5 User's Guides (four versions; revised June 2021)



<https://www.missouristate.edu/Registrar/DWTrainingResources.htm>



**Student**-How to use the degree audit and student educational planner



**General Advisor/Student Worker**-Above version plus how to look up students



**Department Head/Advisors with Exception Processing Authority**-Above version plus exception processing information



**Office of the Registrar**-Above version plus additional administrative functions



# Advisor Toolkit

Web resource for advisors  
with information about Office  
of the Registrar related  
functions launched in spring  
2021



<https://www.missouristate.edu/Registrar/Advisor-Toolkit.htm>



Section 1: Semester Cycle  
Timelines



Section 2: Advisor Question  
Depository



Section 3: Additional  
Advisor Resources

# Advisor Toolkit

Easiest access is from the  
Links tab located at the top of  
the degree audit



## Advisor Toolkit

The Advisor Toolkit is designed for the Missouri State academic advising community as a tool to assist with Office of the Registrar-related functions. The Advisor Toolkit contains the following resources:

### [Semester Cycle Timelines-Advisor Focused](#)

The following timeline documents have been developed to academic advisors in planning for the various advisor-related functions that occur during the academic semester. These timeline formats have the same information, but are provided in different formats in order to best support the way the advisor wishes to review the information.

### [Advisor Question Depository](#)

The Advisor Question Depository is created from commonly asked advisor questions. Questions are grouped by topic. Anchor links are provided so you can quickly navigate to your topic of choice. If you have suggestions for additional content that may be helpful, please share your suggestion by emailing Registrar@missouristate.edu. Content will be updated based as new advisor inquiries develop.

### [Additional Advisor Resources](#)

These are links to other pre-existing pages outside of this resource that may be helpful as supplemental information.

## **Semester Cycle Timeline-Advisor Focused**

### [Academic Semester Cycle for Advisors \(General Layout\)](#)

This timeline is a general view to see the various functions that make up each semester of the academic year.

### [Academic Semester Cycle for Advisors \(Date Layout\)](#)

This timeline is a date-driven view to see the various functions that make up each semester of the academic year by looking up a specific date to see what semester events occur around the selected date.

### [Academic Semester Cycle for Advisors \(Item Layout\)](#)

This timeline is a item-driven view to see the various functions that make up each semester of the academic year by looking up a specific item to see when that item occurs for a specific semester cycle.

## **Advisor Question Depository**

[Registration Status](#)

[Trial Schedule Builder/College Scheduler](#)

[Registration Resources](#)

[Mixed Credit and Senior Permission](#)

[Majors, Minors, and Certificates](#)

[DG/DX \(Admission to Degree Program\) Holds](#)

[Pass/Not Pass Courses](#)

[Transfer Reevaluation and Pre-Approval](#)

[Students Returning After Extended Absence](#)

[Graduation and Commencement](#)

# Tools to use when advising graduating students



Recommended to review degree audits of advisees who have applied to graduate.



Most common issue is exceptions that have not been entered.




[https://www.missouristate.edu/Registrar/grad\\_eligibility.htm](https://www.missouristate.edu/Registrar/grad_eligibility.htm)



Bear Intelligence>Academic Department Lists>Graduation Lists>Graduation Candidates by College or Department

# Graduation Candidates by College or Department

Saved Dashboard Settings ▾ | Graduation Candidates by Colleg... ▾ | Run

 **Missouri State UNIVERSITY**

## Graduation Reports

[? Help](#)

**Semester**  
(Hit shift or control to select multiple semesters)

Fall Start a capture  
Spring  
Fall 2022  
Summer 2022  
Spring 2022  
Fall 2021  
Summer 2021

**College** (All colleges) ▾

**Department** (All Departments) ▾

**Student Level** ALL ▾

**Address Type** ▾

**Advisor:** Check the box to select all Advisors  All advisors

or enter an advisor last name, a portion of a last name and press enter

Select an advisor from the dropdown box.

All Advisors ▾

**Note:** When copying student email addresses for distribution in Outlook please use the BCC field to protect student privacy. If you plan to use this information in a printed document, please remove those students who have a "Y" in the confidentiality indicator field.

**NOTE:** Address Hierarchy looks for address in the following order: residence hall address, temporary/local mailing address, primary/permanent address.

Can filter by college, department, and student level.

Must select one to run the query even if you do not intend to mail anything.

Select all advisors or uncheck "all advisors" and select yourself from the advisor dropdown box.



# Rebecca Harbaugh (Associate Registrar- Operations)

Parchment Digital Diplomas

Personal Information

Signal Vine Texting

# Parchment Digital Diplomas



**Where Print Meets Digital**

## Verifiable and Shareable

- Immediate access to digital diploma
- One-click verification and social sharing

## Exceptional Experience

- Students receive email and text message notifications to claim their digital diplomas within seconds
- Printed diplomas have 7-15 business day delivery
- USPS tracking standards on all shipments
- Expedited shipping available via FedEx

# Parchment Digital Diplomas

Demo Video

<https://share.vidyard.com/watch/JVTssPpRJMq6hpBiQVgZdu?>

# Personal Information

**As a reminder, employees and students can update, edit or delete their phone numbers, personal emails and emergency contacts online themselves.**


**Employees see the Personal Information link under the Profile tab. Students have the link under their Student tab. It provides a snapshot of current contact information on file for you in Banner.**

**This is a part of Self-Service Banner 9, so it has a more modern look and feel that you'll see on other new Self-Service Banner pages as they roll out. It's not only easier to read, it's ADA compliant and mobile responsive.**

**The Office of the Registrar is still where students update their address.**



# Personal Information



**Boomer Bear**

ID Number: M [REDACTED]

[REDACTED]@live.MissouriState.edu

[REDACTED] Springfield,  
Missouri 65810- [REDACTED]

417 [REDACTED]

### Email

**Missouri State University e-mail address (Preferred)**  
[REDACTED]@live.MissouriState.edu  
(Not Updateable)

**Personal Email address**  
[REDACTED]@GMAIL.COM

[+](#) Add New

### Phone Number

**Cell Phone (Primary)**  
417 [REDACTED]

[+](#) Add New

### Address

**Primary/Permanent Address**  
Current  
[REDACTED]  
Springfield  
Missouri 65810- [REDACTED]

### Emergency Contact

1. [REDACTED]  
Mother  
Phone: 417 [REDACTED]  
Springfield  
Missouri 65810

2. [REDACTED]  
Father  
Phone: [REDACTED]  
Springfield  
Missouri 65810

[REDACTED]

[+](#) Add New

# Signal Vine (Text Messaging Software)

Expanded to include all students – over 23,000 current contacts.

We text primarily academic calendar events.

We are starting to utilize texting for graduation clearance.



# **Shannon Holt (Associate Registrar- Records and Registration)**

Registration Upgrade to Banner Self Service 9

# Upgraded Banner Student Registration System

New Home for:

**The basic class schedule search**

**The advanced class schedule search**

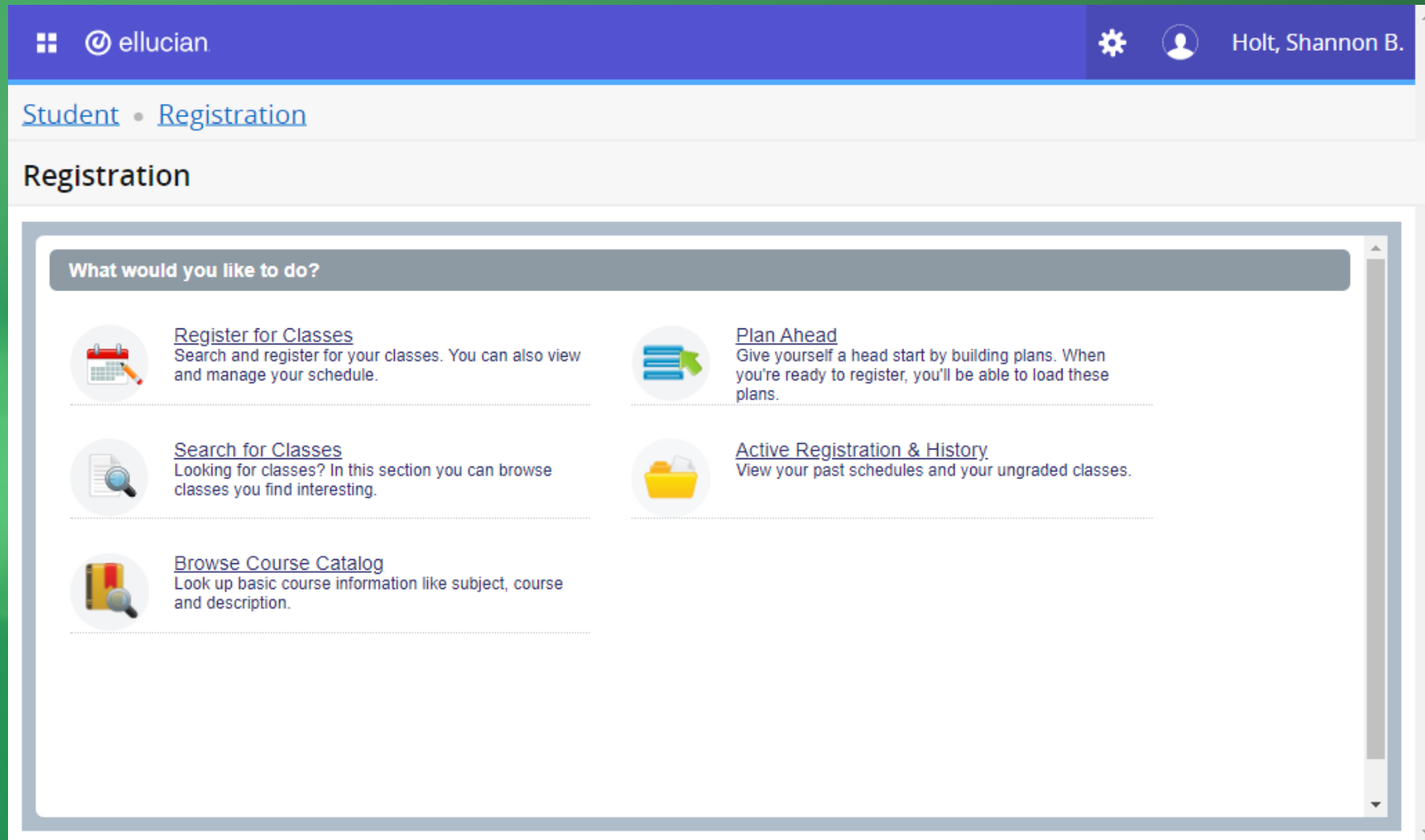
**Adding and dropping classes**

**The trial schedule builder “shopping cart” now referred to as their trial schedule builder “plan.”**

**Students’ active registrations**

**Students’ registration history, including past class schedules**

# Student Registration System - Home Page








The screenshot shows the home page of a Student Registration System. At the top, there is a blue navigation bar with the 'ellucian' logo on the left and a user profile 'Holt, Shannon B.' on the right. Below the navigation bar, the breadcrumb 'Student • Registration' is visible. The main content area is titled 'Registration' and features a section 'What would you like to do?' with five interactive cards. Each card includes an icon, a title, and a brief description of the function.

ellucian Holt, Shannon B.

Student • Registration

## Registration

What would you like to do?

-  **Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
-  **Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Search for Classes**  
Looking for classes? In this section you can browse classes you find interesting.
-  **Active Registration & History**  
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**  
Look up basic course information like subject, course and description.

# Student Registration System - Advanced Search

ellucian Holt, Shannon B.

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

## Browse Classes

**Enter Your Search Criteria**  
Term: Fall 2021

Subject	<input type="text"/>
Course Number	<input type="text"/>
Keyword	<input type="text"/>
Title	<input type="text"/>
Instructor	<input type="text"/>
Instructional Methods	<input type="text"/>
Part Of Term	<input type="text"/>

[Clear](#) [Advanced Search](#)

# Student Registration System - Class Search Results

ellucian Holt, Shannon B.

Student • Registration • Select a Term • Browse Classes

## Browse Classes

Search Results — 149 Classes  
Term: Fall 2021 Subject: Religious Studies (REL), Finance (FIN) Open Sections Only: True Search Again

CRN	Subject	Number	Section	Instructional Methods	Campus	Hours	Title	Day, Times and Location	Seats and Waitlist	Instructor	Attribute	Reserved Seats	Linked Sections
51093	FIN	682	899	Internet - Other	Online	3	International Financial Ma...	S M T W T F S - Type: Class Building: On-Li	18 of 30 seats r...	Zhang, Ying J. (Primary)	COB Addtl Enrll Fee-GR Digital Course Material Charge		
43251	FIN	682	901	Blended Course	Sprin...	3	International Financial Ma...	S M T W T F S 11:00 AM - 12:15 PM Type: Cle	26 of 35 seats r...	Witte, Hugh D. (Primary)	COB Addtl Enrll Fee-GR Digital Course Material Charge		
51229	FIN	686	001	Traditional	Sprin...	3	International Financial Stat...	S M T W T F S 08:00 AM - 09:15 AM Type: Cle	29 of 30 seats r...	Clayton, Penny R. (Pri...	COB Addtl Enrll Fee-GR Digital Course Material Charge		
44815	FIN	686	002	Traditional	Sprin...	3	International Financial Stat...	S M T W T F S 09:30 AM - 10:45 AM Type: Cle	24 of 30 seats r...	Clayton, Penny R. (Pri...	COB Addtl Enrll Fee-GR Digital Course Material Charge		
44805	FIN	686	899	Internet - Other	Online	3	International Financial Stat...	S M T W T F S - Type: Class Building: On-Li	<b>FULL: 0 of ...</b>	Jones, Jeffrey S. (Prim...	COB Addtl Enrll Fee-GR Digital Course Material Charge		
45727	FIN	689	898	Internet - Other	Online	3	Management of Financial I...	S M T W T F S - Type: Class Building: On-Li	<b>FULL: 0 of ...</b>	Chang, Chih-Cheng E. ...	COB Addtl Enrll Fee-GR		
51095	FIN	689	899	Internet - Other	Online	3	Management of Financial I...	S M T W T F S - Type: Class Building: On-Li	35 of 40 seats r...	McDonald, Scott G. (Pr...	COB Addtl Enrll Fee-GR		
55108	FIN	795	500	Traditional	Forel...	3	Education Abroad New Yor...	S M T W T F S - Type: Arranged Building: N	4 of 8 seats rem...	Ragan, Kent P. (Primary)	COB Addtl Enrll Fee-GR Tuition: GR Study Away Program		
44112	REL	100	001	Blended Course	Sprin...	3	Introduction to Religion	S M T W T F S 09:05 AM - 09:55 AM Type: Cle S M T W T F S - Type: Arranged Building: O	9 of 32 seats re...	Pulleysing, Micki A. (Pr...	Gen Ed:Self Undrstng/Humaniti Gen Ed:Focus on Cultr Competnc MOTR RELG 100 (Core 42)		

# Student Registration System - Class Details

**Class Details for Introduction to Religion Religious Studies (REL) 100 001**

**i** Term: 202140 | CRN: 44112

<b>Class Details</b>	<b>Associated Term:</b> Fall 2021
<b>Course Section Comments</b>	<b>CRN:</b> 44112
<b>Prerequisites</b>	<b>Campus:</b> Springfield, MO
<b>Instructor/Meeting Times</b>	<b>Schedule Type:</b> Lecture
<b>Enrollment/Waitlist</b>	<b>Instructional Method:</b> Blended Course
<b>Linked Sections</b>	<b>Section Number:</b> 001
<b>Corequisites</b>	<b>Subject:</b> Religious Studies (REL)
<b>Cross Listed Courses</b>	<b>Course Number:</b> 100
<b>Program Restrictions</b>	<b>Title:</b> Introduction to Religion
	<b>Credit Hours:</b> 3
	<b>Grade Mode:</b> No Section specified grade mode, please see Catalog link below for more information.

Close



# Student Registration System - Registration History

ellucian Holt, Shannon B.

Student • Registration • View Registration Information

View Registration Information

Look up a Schedule Active Registrations

**Class Schedule**

Term: Spring 2010

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
<a href="#">Archaeology and the Old Testament/Hebrew Bible</a>	REL 675, 001	3	47123	Lecture	Standard	Graduate	Full Term	01/12/2010	Registered	**Web Registered**01...
<a href="#">Basic Issues in South Asian Religions</a>	REL 710, 301	3	47124	Lecture	Standard	Graduate	Full Term	11/09/2009	Registered	**Web Registered**11...
<a href="#">Midrash Talmud &amp; Jewish Bible</a>	REL 655, 001	3	47120	Lecture	Standard	Graduate	Full Term	12/01/2009	Registered	**Web Registered**12...

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 16

Schedule Schedule Details

Class Schedule for Spring 2010

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am			✓ Archaeology and the Old Testament/Hebrew Bible		✓ Archaeology and the Old Testament/Hebrew Bible		
11am							
12pm							
1pm							
2pm			✓ Midrash Talmud & Jewish Bible		✓ Midrash Talmud & Jewish Bible		
3pm							
4pm							

# Student Registration System – Adding & Dropping Classes

ellucian Holt, Shannon B.

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Fall 2021

Subject

Course Number

Keyword

Title

Instructor

Instructional Methods

Part Of Term

---

Schedule Schedule Details Tuition and Fees

### Class Schedule for Fall 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1pm							
2pm							
3pm							
4pm			<input checked="" type="checkbox"/> The Native American Powwow		<input checked="" type="checkbox"/> The Native American Powwow		
5pm							

Summary

CRN	Details	Hours	Title	Instructional Methods	Schedule Type	Status	Action
52867	CHM 107, 899	3	<a href="#">Chemistry for the Citizen</a>	Internet - Other	Lecture	Registered	None
47008	ANT 397, 002	1	<a href="#">The Native American Po...</a>	Traditional	Lecture	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 16

# Student Registration System – Trial Schedule Builder Plan

ellucian Holt, Shannon B.

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

**Register from a plan.**  
Term: Fall 2021

Plan: Schedule Planner Shopping Cart Created by: You Add All

Title	Details	Hours	CRN	Instructional Methods	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
<a href="#">The Native American Po...</a>	ANT 397, 002	1	47008	Traditional	Lecture	<a href="#">Meadows, William ...</a>	Standard		<a href="#">View Sections</a>	<a href="#">Add</a>
<a href="#">Introduction to Religion</a>	REL 100, 897	3	57453	Internet - Other	Lecture	<a href="#">Hobbs, Lora J. (Pri...</a>	Standard		<a href="#">View Sections</a>	<a href="#">Add</a>

Records: 2

---

**Schedule** Schedule Details Tuition and Fees

**Class Schedule for Fall 2021**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1pm							
2pm							
3pm							
4pm			<a href="#">The Native American Powwow</a>		<a href="#">The Native American Powwow</a>		
5pm							

Panels

**Summary**

CRN	Details	Hour	Title	Instructional Metho	Schedule Type	Status	Action
57453	REL 100, 897	3	<a href="#">Introduction to Religion</a>	Internet - Other	Lecture	Pending	<a href="#">**Web Registered**</a>
47008	ANT 397, 002	1	<a href="#">The Native American ...</a>	Traditional	Lecture	Pending	<a href="#">**Web Registered**</a>

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 16

Submit



# **Katrina Chavez (Assistant Registrar- Course and Curriculum Management)**

Class Schedule Building

Curriculum Review

# Class Schedule Building



[New Restricted Site/Access](#)



[Cancel Class Section Process](#)



[Teaching and Class Modalities](#)



[How Do I?](#)



[Modality-How to Build](#)



[Registration Errors Resource](#)

# Curriculum Review

**Approximately 800 proposals submitted**

**Approximately 455 approved, 76 moving into new curriculum year**

**The 455 approved proposals break down to:**

- Change Course Proposals-185
- Delete Course Proposals-32
- New Course Proposals-97
- Change Program Proposals-113
- Delete Program Proposals-5
- New Program Proposals-23

**The [undergraduate catalog](#) is published in April, July, and November.**

**New programs must be fully approved by MDHEWD before we can add to the catalog. New program codes are available the first day of fall classes.**

**New courses and changed courses impact registration. We add/update these courses as soon as possible after full approval so departments can add to upcoming schedules.**

**Crosslisting vs. Parallel and Equivalent Courses**



# Jeanne Lindeman (Business Process and Reporting Analyst)

Data Request Form

# Data Request Form Access

## Office of the Registrar

Missouri State / Office of the Registrar

### STUDENTS

Registration

Transcripts

Graduation and Commencement

Academic Calendar

Tuition and Fees

Degree Works

### FACULTY AND STAFF

Submitting Grades

Class Schedule Building (Restricted Access)

The Office of the Registrar is here to support student academic success. Our main functional areas include registration, degree audit, graduation and transcripts.



Students



Faculty and Staff



# Data Request Form Access

**Faculty and Staff**

**FACULTY AND STAFF**

- Submitting Grades
- Class Schedule Building
- Degree Works (Degree Audit and Student Educational Planner)
- Class List
- Other Resources
- Training and Useful Tools
- Forms
- Academic Calendar
- Advisor Toolkit

Submitting Grades

Class Schedule Building

Program and Course Information

Degree Works

Advisor Toolkit


Trainings and Useful Tools

Faculty and Staff Forms

Class List Resources

Other Resources

Getting Data



# Data Request Form Access

**GETTING DATA**

Request Information

Research at MSU

Bear Intelligence

**ARGOS**

Office of Institutional Research

**FACULTY AND STAFF**

Submitting Grades

Class Schedule Building

Degree Works (Degree Audit and Student Educational Planner)

Class List

Other Resources

## Getting Data

There are several options if you are needing university data, including student, course, and graduation detail information.

**Bear Intelligence**

- What you are looking for may already be available in the University's [Bear Intelligence](#) system.

**Research at Missouri State**

- This is a starting point for anyone interested in completing research at or about Missouri State University.

**Submit a Data Request Form**

- Can't find a report on [Bear Intelligence](#) that has what you need? You can use [this form](#) to request a new list or report from the Data Support team.

# Data Request Form

## Missouri State University Data Request Form

If the data request team has follow-up questions, we may contact you for more information. If you have any questions about how to complete the form, contact [MIS@missouristate.edu](mailto:MIS@missouristate.edu) or 417-836-5315.



Hi Jeanne, when you submit this form, the owner will be able to see your name and email address.

\* Required

1. If you are filling this form out for someone else, please include that person's name, department/role, and contact information.

Enter your answer

2. Check the item that best describes your role on campus, or the role in which you are making this request. \*

Undergraduate Student (Students will be required to include the Principal Investigator for the project.)

Graduate Student (Students will be required to include the Principal Investigator for the project.)

Faculty

Staff

Administrator (Director, Department Head, Dean, Office of the Provost, VP, etc.)

Other

# Data Request Form

3. Describe the question you are trying to answer. \*

Enter your answer

4. What data do you need? \*

*(for example, enrollment data, retention data, demographic data, survey data, course data, contact information)*

Enter your answer

5. What will the data be used for? \*

*If "other," please describe.*

- Strategic Enrollment Management Committee Work (SEM)
- College or Department (enrollment, academic program review, retention, etc.)
- Email List (on-campus marketing, recruitment, interest)
- Research Project/Publication (You will need to submit a proposal to Institutional Review Board through the Office of Research Administration).
- Survey (student learning, experience, indirect assessment)
- Accreditation (MDHE, CBHE, accreditators)
- Externally or Internally Funded Grant Application or Report (USDE, NSF, USDA, DESE, regional, private or non-profit foundations)
- Other

# Data Request Form

6. Will you be using the resulting data to contact students for survey or research purposes? \*

- Yes
- No
- Maybe

7. Will you be sending the resulting data to anyone off-campus? \*

- Yes
- No
- Maybe

8. For those who use ARGOS, the on-campus reporting system: are you aware of a similar or existing report (an Excel file, Bear Intelligence, etc.)? If your report is similar to an existing report, please specify it here.

Enter your answer

# Data Request Form

9. If you have already requested this information from an office or person, please indicate them below so we can collaborate with them. \*

*Check all that apply.*

- Assessment
- Computer Services
- Department
- Enrollment Services
- Institutional Research
- Management Information Services
- QDUG
- Registrar
- This is my first request.
- Other

10. Ideally, by what date do you need this data? \*

*If you need this expedited, please let us know and we will do our best.*

Enter your answer

# Data Request Form

11. Do you need this report again in the future? \*

- Yes
- No
- Maybe

12. The Family Educational Rights and Privacy Act (FERPA) provides privacy and confidentiality of student records. If you are a University official with a legitimate educational purpose, you have access to these records. For more information about the University's policies regarding FERPA, visit [www.missouristate.edu/ferpa](http://www.missouristate.edu/ferpa). \*

*I agree to follow all Missouri State University data policies, including, but not limited to, FERPA, CITI, IRB, and Ethical Research Conduct.*

I Agree

13. Data should not be shared with others and should be used only for educational purposes. If emailing students, make sure that you ensure their privacy is maintained by placing the email addresses in the Bcc field, not the To or CC field. \*

*I agree that I will not share or forward this information to anyone who does not work at the University (unless explicitly authorized by the Office of Internal Audit), or to any University employee who does not have a legitimate, educational / business need for this information.*

I Agree

Send me an email receipt of my responses

Submit



# Angela Young (Registrar)

Remaining Questions

Closing Remarks and Contact Information



# Things the Office of the Registrar can assist with...

**Catalog,  
prerequisite,  
and  
curriculum  
management**

**Class schedule  
building and  
registration**

**FERPA and  
many  
academic  
policies**

**Degree audit  
and student  
educational  
planner  
questions**

**Grading,  
academic  
standing, and  
transcripts**

**Undergraduate  
graduation  
eligibility and  
diploma  
production**

**Things other offices may be  
best equipped to assist  
with...**

**Transfer  
preapproval and  
reevaluation  
(Admissions or  
International  
Services)**

**Blackboard  
assistance  
(Computer  
Services Help  
Desk)**

**BearPass  
password and My  
Missouri State  
portal issues  
(Computer  
Services Help  
Desk)**

**Advisor and  
other related  
role access  
requests  
(Information  
Security)**

**Scholarship  
eligibility and  
out of state fee  
waiver  
questions  
(Financial Aid)**

**Data Requests  
([https://missouristate.edu/  
requestdata](https://missouristate.edu/requestdata))**

# Office of the Registrar Contact Information



**Phone: x65520**



**Email:  
Registrar@missouristate.edu**



**Website:  
[www.missouristate.edu/registrar](http://www.missouristate.edu/registrar)**



**Twitter: @RegistrarMSU  
(MoState Registrar)**