

Registration Tips

How to get there

Log into MyMissouriState – Click the “Academics” tab → “Registration Tools” → “Add or Drop Classes”
→ type CRN’s into the spaces or use the Course Schedule Search to find classes.

Advising Notes

Following each advising session, your advisor should submit a summary of the session that will include courses you’ve discussed, areas of interest, tasks you should complete before the next meeting, and other important information. You can access your advising notes through the MyMissouriState system (Academics tab, Student Records section)

Lectures & Labs

Certain classes have both lectures and labs. Some common lecture/lab courses:

- science classes that include labs
- COM 209
- Some HST 121 and 122 sections
- MED 120
- PED 100

To register for these classes, you must enter the CRN for the lecture and the CRN for the lab into the system together, either by checking a lecture box and a lab box or by typing in both CRNs in the boxes, before the system will allow the registration to go through. Failure to do so results in an error.

Lectures have a letter (A,B,C, etc.) for a section number and are usually listed near the bottom of the available sections.

Labs have a number (001, 002, etc.) for a section number.

Block classes

What are they? – Block classes meet for ½ of the semester. First block classes meet during the first 8 weeks of the semester. Second block classes meet during the second 8 weeks of the semester.

How to find them – in the course schedule search, choose all subjects (click on Accounting, hold down the shift key, type the “W” key), Choose either “First Block” or “Second Block” in the “Part of Term” search criteria box

How to recognize block classes – look at the class meeting dates on the Course Schedule Search listings or on the Student Concise Schedule

Intersession classes

What are they? – Intersession classes are short classes that might be special-topic courses or regularly offered semester classes. The main difference is the length of time the classes meet – typically one week per credit hour. They will cover the same amount of course material in the time they are offered that a similar class would cover in a 16-week semester.

Which semester do they fit into? – Intersession classes, for grading, full-time status, and billing purposes, are considered part of the semester that follows the intersession period:

Intersession in August = Fall semester

Intersession in January = Spring semester

Intersession in May/June = Summer term

Note: The academic year runs in this order: Fall-Spring-Summer

How to find them – in the course schedule search, choose all subjects (click on Accounting, hold down the shift key, type the “W” key or “T” key if using Summer term), Choose “Intersession” in the “Part of Term” search criteria box.

How to recognize intersession classes by section number – intersession classes typically have a section number in the low 700’s (i.e. 701, 702, etc).

iCourses

What are they? – iCourses are courses that will meet on the first listed class meeting day and other select days during the semester, usually for exams. The lecture material is distributed by viewing the pre-recorded lectures on television, by watching a CD-ROM, or through a podcast. Sometimes transcripts are available. It is up to each student to view the lectures necessary for each exam. There might also be components of the class on Blackboard. These courses require a great amount of self-discipline and organization.

How to recognize iCourses by section number – iCourses typically have a section number in the mid-700's (i.e. 750, 751, etc) and are sometimes offered as block courses, although they will cover the same amount of material as a full-semester course in that shorter format.

Blended courses

What are they? – Blended courses combine in-class meetings with online or self-directed components. Certain class days may be designated as days to meet in the classroom; other days may be designated as days to work online.

How to recognize blended classes by section number – blended classes typically have a section number in the low 900's (900, 901, etc) and are sometimes offered in many of the different time frames of a semester, although they will cover the same amount of material as a full-semester class.

Online courses

What are they? – Online courses are conducted completely through the Internet. Students do not have to meet on campus unless the course description specifically states that a certain number of meetings on campus are required.

How to recognize online courses by section number – online courses have a section number in the high 800's (i.e. 899, 898, etc).

Honors courses

What are they? – Honors courses are sections of existing courses taught specifically for members of the Honors College.

How to recognize honors courses by section number – honors courses have a section number in the high 900's (i.e. 999, 998, etc). Only members of the Honors College may register for these sections.

Location, Location, Location

Make sure the sections you choose are located where you want them. In the "CMP" column of the course schedule search results look for the following letters to make sure you are not scheduling a section in another town:

S = Springfield

Y = Springfield (no student services fees – usually iCourses)

Z = Online courses (among others)

There is a listing of the location codes on the Course Schedule Search page.

At Capacity

What should you do if a class you want is full?

Register for the open courses on your schedule

Register for another open section of the same class (if one fits your schedule)

Check with the department to see if there is a waiting list or a chance to get permission to enroll in the class even though it is full

Keep watching the section you want for seats to open – if you see an open seat, you can make changes to your schedule all the way through the first week of classes (fall and spring full-semester classes) or the posted change of schedule period for shorter sessions (summer, block classes, intersession, etc). No financial or grade penalty for changes made during the "Change of Schedule"

period (first week of classes Fall or Spring semester). After the first week, dropped classes will result in a “W” grade on the transcript.

How to recognize a class that is at capacity:

The far left column in the Course Schedule Search results will have a “C”

The “REM” column will equal 0

Holds

What are they? – Holds prevent a specific process from taking place. The two common processes affected by holds are Registration and Transcript Request.

Where can you find your holds? – Holds are listed in multiple places in MyMissouriState. The most common places to look are the “Holds” link in the “Student Records” section of the “Academics” tab and on the “Registration Status” page. When you see a Hold code listed you can click on the “Holds” link for information about the hold and the office to contact about clearing the hold.

What are some of the most common holds?

FF – Accounts Receivable – you owe money for something – 836-5635

HR – Residence Life – you have not completed a housing contract for the upcoming year and do not have at least 30 credit hours – 836-5536

DG – Degree Program – you have completed 75 hours or more and are not admitted into a degree program – See your advisor