

Change of Schedule (Add/Drop)

This is a legal and binding document. Please read the entire document before signing.

Email: Registrar@MissouriState.edu

Phone (417) 836-5520, Fax (417) 836-6334

901 S National Ave, Carrington Hall 320

Springfield, MO 65897



OFFICE of
THE REGISTRAR

Form revised 8/3/2021

Student Name: _____ BearPass #: M _____
Last First MI

Indicate semester/year of registration: Fall _____ Spring _____ Summer _____
Year Year Year

Withdrawal Request

I wish to withdraw (**drop all classes**) for the semester and year listed above.

Add/Drop Classes

Add or Drop + or - symbol	CRN	Course Subject	Course Number	Section Number	Credit Hours	Departmental Signature and stamp (Required for registrations/adds <u>after</u> the change of schedule period has ended) Note for departments: By signing and stamping, the department acknowledges it has reviewed the student's academic record and class schedule for possible registration errors. The department agrees to allow the Office of the Registrar to administratively grant closed level, permission, and/or prerequisite overrides needed to register the student in the course(s) listed.	
	+	57692	ENG	110	1	3	Example
1							
2							
3							
4							
5							
6							
7							

Before you drop a course, review your personalized fee refund schedule for your registered classes in My Missouri State > Registration tab > My Schedule channel > Refund and Drop Deadlines link. If the course you are dropping is not listed, please contact the Office of the Registrar for refund details and the last day to drop.

Note: A course added at any point after the 100% refund deadline will still be refunded based on the normal refund schedule.

To register for classes at Missouri State University, you must agree to abide by University policies. Policies include those related to payment of fees and those outlined in the University catalog and other official University documents. Please carefully review the details of the Enrollment Agreement and My Payment Plan on the reverse of this form. By signing below, you accept the terms of these agreements.

Student Signature: _____ Date: _____

Office use only: _____
Processed by _____ Date _____

To register for classes at Missouri State University, you must agree to abide by University policies at the time of initial registration. Policies include those related to payment of fees and those outlined in the University catalog and other official University documents.

Please carefully review the details of the Enrollment Agreement shown below. If you accept the terms of this agreement, sign on the front of this form.

For and in consideration of my registration and enrollment at Missouri State University, I promise and agree to pay all debts incurred or sums charged to my account as a Missouri State University student. I further agree to be bound by all provisions of the My Payment Plan as set forth below. I further understand that upon accepting this Agreement, I will be legally obligated to pay all debts owed to Missouri State University and all charges to my account, including full payment of all student fees payable for any semester for which I register, unless I officially withdraw from the University in accordance with the University's drop and withdrawal policy. I understand and agree that I have the right to prepay in full my tuition for any semester for which I register, and that any fees not paid in full remain due and payable by me pursuant to the terms of the My Payment Plan.

My Payment Plan: Op8.12 – Rev. 4/7/10

Registration: Freshmen, sophomores, students on probation, new transfer students and graduate students are required to have an advisor release before registering. Other students are encouraged to consult with an advisor as needed. All degree-seeking students are also encouraged to review their degree audits before registering or making changes to their schedule. The University cannot be held responsible for student errors in scheduling or failure to follow published degree requirements.

Eligibility: Missouri State University allows students, staff, and faculty in good financial standing to make charges on their accounts for required student fees, residence hall charges, Taylor Health and Wellness Center charges, parking permits and fines, bookstore charges, library fines and other charges and pay for those charges in installments. Past due amounts will prevent students, staff and faculty from continuing in the My Payment Plan for subsequent semesters.

Repayment terms: Charges incurred for and during the Fall semester may be paid in three monthly installments beginning August 25 and ending October 25. Spring semester may be paid in three installments beginning January 25 and ending March 25. Two monthly installments may be made for Summer charges, beginning June 25 and ending July 25.

Finance charges: If all charges for the semester are not paid by the last business day of the month in which the semester begins, a **Finance Charge** will be applied at a monthly periodic rate of 1% to the remaining balance. The finance charge is at a Fixed Rate for the enrolled semester. Missouri State University further retains the right to modify, amend or change the Finance Charge Rate in this Agreement for subsequent semesters. This is an Annual Percentage Rate of 12.68%. The Annual Percentage Rate is the cost of your credit as a yearly rate. Finance charges will be added to the unpaid balance of your account.

Amount financed: Charges included in My Payment Plan are based on the semester for or during which they are incurred, including tuition and fees, residence hall charges, bookstore charges, parking permits and fines, and any other charge incurred on the student's account. Students will electronically receive monthly account statements reflecting all activity during the month and the current month ending balance on the account. Students may also log in to <http://my.missouristate.edu/>. From the Profile tab, select the Access Account and Make Payments link in the Account Balance and Payments Channel. From the My Account Page, the current outstanding balance will be shown.

Minimum payments: The monthly minimum payment amount is calculated by dividing the total charges due at the beginning of the semester by the number of scheduled payment dates in the semester and adding the Finance Charge. The total amount due and the minimum monthly payment will vary depending upon the student's enrollment, the residence hall where the student lives, the amount of financial aid and the amount of other charges on the student's account. Monthly minimum payment amounts can change based on activity on the student's account. Charges incurred between semester payment plans are due and payable when incurred. A **Finance Charge** will be assessed on the next statement date after the charge is first billed. The **Finance Charge** will be determined by applying a monthly periodic rate of 1% to the unpaid balance.

Failure to pay: Since the minimum payment option is based on a semester's charges and billing dates, all accounts must be paid in full by the end of that semester's plan. Any amounts remaining unpaid at the end of a semester will be billed in full and must be paid in full immediately. .

Past due amounts will prevent a student, staff or faculty from registering for the next semester, continuing in the My Payment Plan for subsequent semesters or from receiving diplomas or transcripts. Failure to pay may result in the student being reported to a credit service.

Default: Each student, staff or faculty must pay the balance of the account in full if the monthly payments become past due. They agree to pay costs actually incurred by the University in collecting the account, including fees paid to collection agencies, reasonable attorney's fees, and court costs. They further agree that the venue for any action to collect the account will be in the Circuit Court of Greene County, Missouri. If the student, staff or faculty files for bankruptcy, they may still be required to pay back the balance due on the account.

Change in terms: Missouri State University retains the right to change, modify, suspend, interpret or cancel in whole or in part any of its published or unpublished policies or practices without advance notice. Missouri State University further retains the right to modify, amend or change this Agreement in subsequent semesters.

Length of participation: Once a student, staff, or faculty signs up to participate in My Payment Plan, he/she will be deemed to be a participant in My Payment Plan during their entire tenure at Missouri State University unless removed from the Plan for non-payment of fees. It is understood that acceptance of this agreement does not entitle students, staff or faculty to full participation in My Payment Plan if Financial Services determines them to be ineligible. In any event, the finance charges will continue to accrue. My Payment Plan applies to all semesters - fall, spring and summer.

Alternatives To My Payment Plan (Private Education Loans): Missouri State University's [Financial Aid website](#) provides alternatives to My Payment Plan that a student may qualify for through a program under Title IV of the Higher Education Act of 1965(20 U.S.C. 1070 *et seq.*)

Other terms: Under the law, you have the right to pay off in advance the full amount due.

Your Billing Rights: This notice contains important information about your rights and the University's responsibilities under the Fair Credit Billing Act.

Notify the University in case of Errors or Questions about your bill

If you think your bill is wrong, or if you need more information about a transaction on your bill, write to the University at the address listed on your bill as soon as possible. We must hear from you no longer than 60 days after the first bill was sent on which the error or problem appeared. You can telephone the university, but doing so will not preserve your rights. In your letter, provide the following information:

- Your name and account number
- The dollar amount of the suspected error
- Describe the error and explain, if possible, why you believe there is an error. If you need more information, describe the item in question.

You do not have to pay any questioned amount during the investigation process, but you still are obligated to pay the parts of your bill that are not in question. During the investigation, the University cannot report you as delinquent or take any action to collect the amount you question.

Additional Information: For additional information, please contact the Financial Services Office, Carrington Hall Room 113, 901 S. National, Springfield, Missouri 65897, or call 417-836-5635

Certification: I certify that the information I have provided is accurate and acknowledge that falsified information may result in suspension from Missouri State University with loss of fees. I understand and agree that by accepting this Agreement I am agreeing to all terms of the My Payment Plan set forth herein, including, without limitation, the payment of attorney's fees and costs attributable to collection of any default in payment of sums due and owing by me pursuant to the terms of the My Payment Plan. **UNDER THE LAW YOU HAVE THE RIGHT TO RESCIND THIS AGREEMENT WITHIN THREE BUSINESS DAYS OF ACCEPTANCE, BUT YOU WILL BE REQUIRED TO PAY OFF IN ADVANCE THE FULL AMOUNT DUE.** I also agree that I am subject to the University's policies, rules and requirements applicable to students including, but not limited to, those stated in the University catalogs, class schedules and on the University website. Policies include, but are not limited to, computer use and information technology policies, Student Code of Rights and Responsibilities, and Academic Integrity Policies.