

Spring 2023 Registration Information for Honors College Students

Honors College students will register for Spring 2023 classes in October and November (see the specific schedule outlined below). This guide is designed to help you prepare for registration and to explain the registration process. Please review this information carefully and contact the [Honors College](#) if you have any questions.

Registration Holds:

If you have a registration hold from [the Bursar's Office](#) or another campus division, you must take the necessary steps to remove the hold in order to be eligible for online registration. You can check for registration holds in [my.missouristate.edu](#): click on the *Student Profile* tab, look under *Student Records*, and click *Holds*. An explanation of hold codes is available from [the Registrar's Office](#) at <https://www.missouristate.edu/Registrar/holds.htm>.

Please note that it may take several business days to remove a registration hold. If you have a hold, you should address it as early as possible so that your registration will not be delayed.

Advisor's Permission to Register:

Am I required to meet with an advisor?

Honors College students who have **completed fewer than 75 credit hours** must meet with an advisor in order to discuss their registration options for Spring 2023. At the conclusion of your advising session, your advisor will give you electronic permission to register for classes. If you do not meet with your advisor, you will not be able to use the electronic registration system.

Students who have **completed more than 75 credit hours** are not required to meet with their advisor, but are strongly encouraged to do so. Seniors in their terminal semester do not want to find out that they overlooked a graduation requirement when they signed up for classes!

Who is my advisor?

Students who have declared a major have been assigned a faculty advisor who specializes in their field of study. **You must meet with this individual in order to register for classes.** If you are not certain who your faculty advisor is, you can check in [my.missouristate.edu](#): click on the *Student Profile* tab and look for your advisor under *Academic Profile*.

Students who have not declared a major must meet with [Scott Handley](#) in the Honors College.

When and how do I schedule appointments?

Begin the advising process early. Demand for appointments will be high during October and November and you need to allow time not only to obtain an appointment with your advisor, but also to allow time for follow up conversations should this prove necessary. Advisors are responsible for many students and are usually not available upon demand. Plan ahead!

Students may email or call their faculty advisors in order to schedule advising appointments. Please let your advisor know when you are available, so they can consider your class schedule when making appointments.

Students in the **College of Business** may [make advising appointments online](#). Students are strongly encouraged to sign-up for appointments 2-3 weeks ahead of the desired time.

Scott Handley will be available for advising meetings with students throughout October and November. Please call Casondra Prock at 417-836-6370 and she will help you to schedule an advising appointment.

Preparing for Advising Sessions:

Before you meet with your advisor, please complete the following steps so that you can use your time effectively:

1. **Review your degree audit.** This is a quick and easy way to see what requirements you have finished and what you still need to complete. This is also an easy way to see how AP or dual credit courses transferred to MSU. You can find the degree audit in my.missouristate.edu: click on the *Student Profile* tab, look under *Student Records*, and click *Degree Audit*.
2. **Review the general education degree requirements** and track the requirements that you have completed and the requirements that you still need to address. General education requirements are listed in your degree audit and can be found online at http://www.missouristate.edu/GeneralEducation/GenEd_Worksheet.htm.
3. **Review your major or minor requirements**, if you have selected one or more academic programs. Majors and minors can be easily searched online at <http://www.missouristate.edu/academics/>.
4. **Review the course requirements for the Honors College**, which are listed on the [Honors College](#) website under *Program Requirements*.
5. **Review the list of Honors College courses being offered in Spring 2023.** The list of classes is available on the Honors College website.

6. **Review the master list of all Spring 2023 classes being offered.** The schedule of classes is available online through [the Office of the Registrar](#) and in my.missouristate.edu: click on the *Student Profile* tab, look under *Resources*, and click *Course Schedule Search*.
7. **Prepare a list of questions that you would like to ask your advisor.**
8. **Prepare sample schedules to discuss with your advisor.** You are strongly encouraged to identify both first and second choice classes in order to maximize your chances of building a class schedule that meets your interests and needs.

Things to Consider While Preparing a Class Schedule:

1. A typical schedule includes 5 courses per semester, although this varies from student to student.
2. Honors College students must enroll in a minimum of 12 credit hours and may request a maximum of 18 credit hours. If your schedule necessitates more than 18 credits, you will need special permission from your advisor in order to register.
3. A typical first-year student will probably take 3 courses in [general education](#) and 2 other courses of his/her choice. These may be major or minor courses or be free electives. Sophomores typically have fewer gen. ed. courses and additional major courses. Juniors and seniors will select classes based on need and may typically expect to take three courses in their major, although this varies.
4. Honors College students normally take at least one honors class per semester until they complete the Honors College requirements.
5. First-year students should prioritize some elements of the general education program for completion during year one, including *Writing I*, *Public Speaking*, and Mathematics.
6. The Human Cultures and Public Affairs requirements in the general education program are highly interchangeable and may easily be mixed and matched across years one and two. Many of the courses that meet these requirements are offered every semester.
7. Students enrolling in courses that have **required lab sections** need to register **for both** the lecture section and the lab section. For example, if you want to enroll in BIO-100-A-41240 (a lecture section), you might also enroll in BIO-100-001-41246 (a lab section). As you outline your other course choices, keep in mind that you need to schedule around both the lecture and the lab.

41246	BIO	100	001	S	0.000	Biological Science for Educators	R	08:00 am-10:50 am	24	15	9	0	0	0	0	0	0	0	Gina L Buelow (P), Tara K Herring	08/17-12/10	TEMP 0213
41251	BIO	100	002	S	0.000	Biological Science for Educators	R	11:00 am-01:50 pm	24	24	0	0	0	0	0	0	0	0	Gina L Buelow (P), Tara K Herring	08/17-12/10	TEMP 0213
41256	BIO	100	003	S	0.000	Biological Science for Educators	R	02:00 pm-04:50 pm	24	24	0	0	0	0	0	0	0	0	Tara K Herring (P)	08/17-12/10	TEMP 0213
41258	BIO	100	004	S	0.000	Biological Science for Educators	F	11:15 am-02:05 pm	24	24	0	0	0	0	0	0	0	0	Tara K Herring (P)	08/17-12/10	TEMP 0213
41240	BIO	100	A	S	4.000	Biological Science for Educators	MW	02:30 pm-03:45 pm	96	87	9	0	0	0	0	0	0	0	Tara K Herring (P), Gina L Buelow	08/17-12/10	HILL 0002

8. Courses are offered in a variety of formats. *Traditional seated* courses meet on campus per the published schedule of classes. *Blended courses* combine traditional class meetings with online instruction through the Blackboard software system. *Zoom courses* meet virtually at specified meeting times using the Zoom application. *Online courses* are offered exclusively through Blackboard and do not have specified meeting times.

When exploring the schedule of classes, click on the CRN hyperlink and look for *method of instruction* in the course description. Ex:

41328	BIO	121	A	S	4.000	General Biology I	TR	08:00 am-09:15 am	154	0	154	0	0	0	0	0	0	0	Ryan Udan (P)	:
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Springfield, MO Campus
Lecture Schedule Type
Traditional Instructional Method
4.000 Credits
[View Catalog Entry](#)

9. Pay attention to the **Attributes** column in the schedule of classes. Classes are sometimes restricted to certain audiences and this information is provided to students. If a class is labeled as Evening College Plus, Transfer Students Only, College of Education Only, or otherwise restricted, registration will not be open to the general population.



Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
UHC	397	995	S	3.000	Ulysses: Western Literature/Art History-HONR	TR	12:30 pm-01:45 pm	20	0	20	999	0	999	0	0	0	Stephen W Trobisch (P)	08/22-12/15	SICL 0220	Honors College Class and HIEE-Std Faculty Research

10. Courses with higher course numbers are more advanced, are often integrated into the major program, and may have pre-requisites. For example, PLS 497 *Emergencies, Disasters, Catastrophes* might be an excellent choice for juniors and seniors in the Political Science major, but it is not appropriate as an elective for a first-year student.
11. Watch out for course pre-requisites! The online registration system may allow you to enroll in a course that you are not yet qualified to take. If you enroll in a course with a pre-requisite that you have not completed, the sponsoring department can delete you from the class roster, leaving a hole in your schedule. Course pre-requisites are always listed in the schedule of classes. Click on any course section that interests you and review the course description, which will notify you of any pre-requisites.

Prerequisite: eligibility for both ENG 110 and MTH 135.

12. In many cases, I courses (i.e. *French I*) are offered in fall semester and II (i.e. *French II*) courses are offered in spring semester, although there are exceptions. In some cases, you can take courses out of sequence. For example, it is ok to take World History II and then take World History I. Students are, however, encouraged to take I and then II and to complete the sequence, even if this is not formally required for your gen. ed. or major program.
13. Students interested in studying foreign language are encouraged to start early and to continue taking courses throughout their tenure at MSU. Most programs only offer II courses (i.e. *Introductory French II*) in spring semester, but some programs, notably Spanish, do offer I courses in the spring. Keep in mind that language study will facilitate study away options and that language study is required for the [Bachelor of Arts degree](#).





Schedule of Classes:

-  Honors College classes are listed on the Honors College website at <http://www.missouristate.edu/honors>.
-  The complete Spring 2023 schedule of classes is available online through [the Office of the Registrar](#) and in my.missouristate.edu: click on the *Student Profile* tab, look under *Resources*, and click *Course Schedule Search*.

Registration Dates:



Access to the online registration system is determined by class standing. Class standing is determined by the number of credit hours that a student has **completed** and not by credit hours in progress. For example, a first year student with 27 AP credits and 15 credits in progress is classified as a first-year student (27 credits) and not as a sophomore (42 credits).

Class standing is determined as follows:

-  **Seniors: 90+ credits completed**
-  **Juniors: 60+ credits completed**
-  **Sophomores: 30+ credits completed**
-  **Freshmen: fewer than 30 credits completed**

Once your registration window opens, you can register at any time thereafter, but it is advantageous to register early in the process.

Registration is conducted real-time and seats are distributed on a first come, first served basis. Honors College students register before other students in their same class, per the schedule below.

-  **October 27th: Honors College Seniors may begin registration**
-  **November 3rd: Honors College Juniors may begin registration**
-  **November 9th: Honors College Sophomores may begin registration**
-  **November 14th: Honors College Freshmen may begin registration**




Trial Schedule Builder:

All students have access to a trial schedule building tool. This computer application will allow you to quickly and easily search for open classes that do not conflict with one another and to explore the scheduling options available to you. Log on to my.missouristate.edu; click on the *Students Profile* tab; under the *Resources* menu, click on *Trial Schedule Builder*.

Please note that the Trial Schedule Builder is a planning tool only; this application **does not register** you for the courses that you are interested in.

Registration Instructions:

Online registration is completed within my.missouristate.edu. Click on the *Student Profile* tab and look for *Registration Tools*. Click *Select Term* and enter **Spring 2023**. Click on *Add or Drop Courses* to enter the registration interface.

-  Students cannot access the registration system before their registration window opens. If you attempt to do so, you will receive an error message.
-  Students with a registration hold cannot access the registration system.
-  Students who failed to secure registration permission from their advisor cannot access the registration system.

If prompted, complete *the Online Enrollment Agreement* form that may pop-up.

In the registration screen, students may enter courses individually or enter all courses together for submission. As you plan your choices, note the course number, section number, and course reference number (CRN). For example, AST 115-999-24455 (115 is the course number, 999 is the section number, and 24455 is the CRN). You will need to enter the CRN numbers into the registration system in order to register for the course (these are usually shown in blue).

Once you submit your courses, you will receive either a confirmation of your enrollment or an error message instructing you to make any necessary corrections.

Once you have completed the registration process, you will be able to view your Spring 2023 class schedule in my.missouristate.edu: click on the *Student Profile* tab, then look under *Class Schedule*.

Students who want or need to make changes to their class schedule after completing the initial round of registration may repeat the steps outlined above at any time prior to the beginning of Spring 2023 classes.

An online video demonstration of the registration process is available from [the Registrar's Office](https://www.missouristate.edu/registrar/howtoregistervideo.htm) at <https://www.missouristate.edu/registrar/howtoregistervideo.htm>.

If you have any questions about the advising and registration process, or if you encounter any technical problems during the registration period, please contact the Honors College for assistance.

Waitlisting Classes






Waitlisting is a feature in the registration system that allows a student to “get in line” (i.e., get on the waitlist) for classes that are filled/closed. This automated process notifies the first student on the waitlist via email when a seat has opened up, prompting the student to register for the class. That student has exactly 24 hours after the notification is sent to register for the class. If the student does not register for the class, the next student on the waitlist is notified. The order of the waitlist is first come, first served.

An online video demonstration of the waitlisting process is available from [the Registrar's Office](https://www.youtube.com/watch?v=8DGYUpf8XZg&feature=youtu.be) at <https://www.youtube.com/watch?v=8DGYUpf8XZg&feature=youtu.be>.

The Honors College plans to offer the waitlist feature on most Honors College courses, which we hope will aid students in completing their class schedules.

Honors College Experiential Learning Course Registration

The following courses will be available in Spring 2023 upon individual demand:

-  UHC 300 *Honors Service Learning*
-  UHC 396 *Honors Independent Study*
-  UHC 398 *Honors Undergraduate Research*
-  UHC 399 *Honors Internship/Apprenticeship*
-  UHC 499 *Honors Distinction Project*

Students may register for an Experiential Learning Experience by completing the appropriate request form:

<https://www.missouristate.edu/honors/online-resources.htm>

Registration request forms must be submitted to the Honors College no later than **January 27, 2023**.

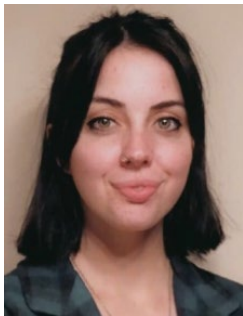
Honors College Contact Information



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