

Getting Started at Missouri State University

Welcome to Missouri State University! We encourage you to complete the following list of tasks to prepare for the beginning of your first semester. Please review these instructions thoroughly and contact Orientation and Transition Programs at (417) 836-7641 if you have questions.

Activate Your BearPass Login Account

Your BearPass Login will allow you to log into [My Missouri State](#) to access your email, view your student records, and complete tasks like registering for classes. Activate your account at www.MissouriState.edu/GetAccount.

Get Your BearPass Card (Missouri State Student ID Card)

This free card functions as your campus identification, library card, meal plan, and more. Visit the BearPass Card Office in Plaster Student Union 128 with a government-issued photo ID (such as a driver's license or state ID) to get your BearPass Card.

Check for Registration Holds

Holds represent incomplete tasks or requirements which may block your ability to register for classes. Our [Hold Codes](#) page provides information regarding the hold and which department to contact for its removal.

View possible holds: My Missouri State ▶ Registration tab ▶ My Student Records channel ▶ Holds link

Ensure MSU Has Received Transcripts from Other Institutions

View transfer credit Missouri State has received by logging into My Missouri State. If any transfer credit you have received is not visible, request that the institution granting credit send a recent transcript to Missouri State University's Office of Admissions. In the meantime, make sure you share information about expected transfer credit with your academic advisor.

View received transfer credit: My Missouri State ▶ Student tab ▶ My Transfer Info channel ▶ Transfer Credit Evaluation link

Complete a University Housing Contract

Students are **REQUIRED** to live in University housing if they are single, under 21 years of age, and have fewer than 27 hours of transferable credit earned after high school graduation. (Exceptions may be provided for students living with parents within 45 miles of the University, but these exceptions must be approved by Residence Life, Housing and Dining Services.)

You will be asked to submit a \$100 housing deposit and meningitis vaccine documentation (see next step) to fully complete your contract. Visit Residence Life, Housing and Dining Services in Hammons House 101 or contact the office at (417) 836-5536 or ResidenceLife@MissouriState.edu if you have questions.

Complete a housing contract: My Missouri State ▶ Profile tab ▶ My Transfer Info channel ▶ Transfer Credit Evaluation link

Submit Meningitis Vaccination Documentation (if living in residence halls)

Missouri state law **REQUIRES** students residing on campus to have received a meningitis vaccination; students will not be assigned to a residence hall room without this documentation submitted.

Submit a copy of your vaccination record to Magers Health and Wellness Center in person, by fax, or by mail. If necessary, you can receive a meningitis vaccination at Magers Health and Wellness Center. Find more information, including potential medical and religious exemptions, at health.missouristate.edu/students/MeningococcalVaccine.htm.

Schedule an appointment with your academic advisor

You and your advisor will discuss your academic goals and courses to enroll in your first semester. You are **REQUIRED** to meet with your advisor prior to class registration.

Contact the academic department of your major to be assigned an advisor. If you have not decided on a major, contact the Academic Advising and Transfer Center at (417) 836-5258 or UAdvise@MissouriState.edu to be assigned an advisor.

Advisor Name: _____ Advisor Office Location: _____

Advisor Email: _____ Advisor Phone: _____

Register for Classes

Enroll online in the classes your advisor and you discussed. A registration tutorial video is available at www.MissouriState.edu/Registrar/How-To-General-Information.htm. Should you need assistance, visit the Office of the Registrar in Carrington Hall 320 or contact them at (417) 836-5520.

Register for classes: My Missouri State ► Registration tab ► My Registration channel ► Add or Drop Classes link

Purchase Your Textbooks

Access your booklist online and purchase your textbooks at the Missouri State Bookstore.

View your booklist: My Missouri State ► Registration tab ► My Course Materials channel ► View Booklist and Order link

Optional Tasks

While not required, we recommend completing the following tasks if they apply to you:

Ask Questions about Your Financial Aid

Various requirements could delay or prevent your financial aid from disbursing. Financial Aid staff can evaluate your account and determine if any additional action is required prior to payment. Visit the Office of Student Financial on the first floor of Carrington Hall, or contact their office at (417) 836-5262 or financialaid@missouristate.edu.

Receive Accommodations for Disabilities

Students with disabilities should complete the online Request for Accommodation form at www.MissouriState.edu/Disability/Accommodation-Request-Form.htm as soon as possible to arrange appropriate accommodations for classes and other University events.

Purchase a Parking Permit

A parking permit is **REQUIRED** to park in University lots and can be purchased online. Your permit will be mailed to you, so ensure your mailing address is current. You will be provided an opportunity to print a temporary permit to use until your permit arrives in the mail.

Purchase your permit: My Missouri State ► Profile tab ► Parking channel ► My Parking link