

The Extended Campus

Fall 2009 Registration & Fee Payment Information

The New MyMissouriState

MyMissouriState is the portal through which you will interact with University processes. It replaces the former **MyInformation** system. To find **MyMissouriState**, go to the Missouri State University home page at www.missouristate.edu, then click on Current Students.

Using **MyMissouriState**, you can set up your email account, register for classes, locate your current financial statement and billing, update your personal information, retrieve your academic history, view your grades, order textbooks, plus a variety of other transactions.

Finding out your M Number

If you are a current student (i.e., registered at Missouri State University Fall 2008, Spring 2009 or Summer 2009), you have been assigned a new student ID number, called an M number. To find your M number, log on to the Missouri State system using your "abc123@sgf"-formatted computer account and password. Look to the right side of the portal page and find your name and your M number.

New/Readmitting Students for Fall 2009

New students and students readmitting after more than three semesters away will need to complete an application. To apply (or reapply) on the web, go to www.missouristate.edu, click on Future Students, then click on Apply Online. If you are not degree-seeking, allow two to three business days for us to process your application. If you are degree seeking, the process may take longer, depending on volume.

Setting up your MyMissouriState account

If you are a new or returning student, and you do not yet have a **MyMissouriState** account, click the link to "Get An Account". You must know your M number to set up your account. You must also enter your name and address information exactly as you were admitted to Missouri State University. Answer the required questions. The next time you log in to the university system, the **MyMissouriState** portal will recognize you. If you have difficulty, contact Computer Services as directed on the web page.

Class Schedule Information

The Class Schedule is available for viewing on the web. At the Missouri State home page, click on the "C" in the alphabet listing. Scroll down to Class Schedule and click. Select the Semester you want. Search for your class by the three-digit Course Code, and the three-digit Course Number. You can search by other factors if you wish. When you find the class you want, click on the link for the class to drill down to catalog information; where you can see if there are prerequisites or permissions required.

Web Registration for Fall 2009

Web registration for Fall 2009 is available to admitted and eligible students. If you are a graduate degree seeking student, or if you are a freshman or sophomore, or if you are a student on probation, you will need to contact your advisor and obtain an electronic "release" to register. To register at **MyMissouriState**, login, then select the Academics tab, and under Student Info Resources, select the Registration option.

An excellent "how-to" video about Fall 2009 registration can be viewed. Go to the University home page, click on YouTube, then scroll down to the ten minute video entitled "How To Register For Classes".

The new registration system enforces prerequisites for classes, permissions, program restrictions, and closed (full section) situations. On-line overrides may be issued on an individual student basis. To obtain the override, contact either the Instructor of Record (look for the email icon by the Instructor's name on the Class Schedule) or contact the academic department offering the class.

NOTE: effective Fall 2009 with the new registration system, using the 5-digit CRN for the course/code/section you want is the fastest way to register for the class.

A Tip: submit one CRN at a time when registering, then when you receive the notice that you have "web registered" add the next CRN, then submit.

Your Invoice for Classes

Fees are automatically assessed at the time you register. To view your total bill, go to **MyMissouriState** and click on the Academics Tab. Select Student Information Resources, then click on Student Account. View your Account Summary to see your tuition and student services fees as well as other fees that you may have charged. You can also find a link to make payment to the Bursar's Office. Monthly invoicing will be by email statement rather than a mailed statement.

Your Fees

Fall 2009 fees post as charges to your student account at the time you register. Be aware of this important change for Fall: you will NOT be required to pay a \$60 minimum payment with your registration. Instead, when you register, you are confirming your intent to enroll and are entering a financial contract to be accountable for tuition and fees. If you decide not to attend, you must officially withdraw (drop all your classes) before or during the first week of classes. If you withdraw after that time, you will owe your tuition and fees, even if you do not attend classes.

The Accounts Receivable Office will generate monthly email statements (not U.S. mail statements) to students. The first Fall 2009 statement should generate the last business day of July. Students will be sent an email telling them that their statement is available for viewing on the web. Payments will be due by August 15, September 15, October 15, and the final date of November 15 for Fall 2009. If you have questions about your account, contact Accounts Receivable, Carrington Hall 1st floor, telephone (417) 836-5632.

Pay your fees directly to the University's Bursar Office. Web payment through the Bursar website at www.missouristate.edu/bursar/ is recommended for ease and for security.

However, if you wish to send a check or money order via U.S. Mail, send to Bursar Office, 102 Carrington Hall, Missouri State University, 901 S. National, Springfield, MO 65897. The Bursar telephone number is (417) 836-5128. The Bursar email address is Bursar@missouristate.edu.

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Drop/Add of your Classes and Withdrawing from the Semester

You may process your registration transactions through MyMissouriState. If you need to change your semester registration for classes, you must do so before the end of the first week of classes (assuming the class is a full-semester class). Each time you register, or drop/add, your semester fees are reassessed. If you wait until the first week of classes to process your initial registration, a **\$25 late registration fee is also assessed.**

There is no charge for dropping or withdrawing as long as you complete the drop/withdrawal before or during the first week of classes (or before the start of the class if it is an Intersession or Short/Extended class). If you withdraw (drop all your classes), you will no longer be able to use MyMissouriState if you later decide to add a class for the same academic term. You will, in that case, need to use one of the University registration centers.

What are my financial obligations if I register?

When you register for the Fall 2009 semester and future semesters under MyMissouriState, you are entering into a financial obligation. You will be required to pay tuition and fees for the semester unless you withdraw before or during the first week of classes. If you do not withdraw, you will be obligated to pay tuition and fees even if you do not attend classes.

If you need to withdraw (drop all of your classes), you will be able to so on MyMissouriState.

If you need us to assist you, call Extended Campus Registration Services at (417) 836-4126 or toll-free (877) 678-2005.

Fee Payment Deadlines For Fall 2009

	Statement Date	Due Date
Early Registration • April 6-June 30, 2009		
Statement emailed to your Live.Missouristate.edu account.	July 31, 2009 August 31, 2009 September 30, 2009 October 31, 2009	August 15, 2009 September 15, 2009 October 15, 2009 November 15, 2009
Regular Registration • July 1-31, 2009		
Statement emailed to your Live.Missouristate.edu account.	July 31, 2009 August 31, 2009 September 30, 2009 October 31, 2009	August 15, 2009 September 15, 2009 October 15, 2009 November 15, 2009
Regular Registration • August 1-31, 2009		
Statement emailed to your Live.Missouristate.edu account.	August 31, 2009 September 30, 2009 October 31, 2009	September 15, 2009 October 15, 2009 November 15, 2009
Late Registration • August 24-28, 2009		
A \$25 late registration fee is added for initial registrations this week. Statement emailed to your Live.Missouristate.edu account.	August 31, 2009 September 30, 2009 October 31, 2009	September 15, 2009 October 15, 2009 November 15, 2009

Please note: Students who do not complete full payment by the deadline of November 15, 2009 will have their Spring 2010 registration, if any, canceled and will be encumbered until paid. It is the student's responsibility to complete payment as stated on the student's registration invoice whether or not additional statements are received. Payments must be received by the Missouri State University Bursar's Office (not mailed) by the due date specified. In addition, students who withdraw from the University may continue to owe fees if the withdrawal is not requested in writing on or before the first day of the semester. Refer to the Fee Refund Schedules for further information. Students who are receiving financial aid may automatically be enrolled into the DPP. It is student's responsibility to properly withdraw from the University on or before the first day of the semester to avoid possible further financial obligations.