

The Extended Campus

Spring 2010 Registration & Fee Payment Information

❑ MyMissouriState

MyMissouriState is the portal through which you interact with University processes. 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 (have attended within the past three terms), your MyMissouriState account should be set up. When you logon to your MyMissouriState account and click on the Academics tab, you should be able to view your M-Number. Click on any of the links (e.g., Holds, View Transcript, Add/Drop Classes, etc.) and then the M-Number will appear in the top right of the screen. If you have questions, the Computer Services Help Desk (417-836-5891) can help you, or you may call us at Extended Campus Registration Services (417-836-4126, toll-free 877-678-2005).

❑ New/Readmitting Students for Spring 2010

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 Now. If you are not degree-seeking, allow three to five business days for us to process your application. If you are degree seeking, the process may take longer, depending on volume. Your M-Number will be mailed to your Primary/Permanent Home address via U.S. Mail approximately one week after you are admitted for the term.

❑ Setting up your MyMissouriState account

If you are a new or returning student, go to MyMissouriState account and 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. Click the Public Web Page link. 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 to find any prerequisites or permissions required.

❑ Web Registration

Web registration 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 Registration Tools, select Add or Drop Classes.

You can view a short video demonstrating the use of the web registration system to help get you started. From the University home page, click on the alphabet "R", scroll down to Registrar and click. Then scroll down to Registration. Click that. At the next page, scroll down to Registration Instructions, and click on the Registration Demo video.

The 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: Using the 5-digit CRN for the course/code/section you want is the fastest way to register for the class. Another 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 charges, go to MyMissouriState and click the Academics Tab. Under Registration Tools, click the Registration Fee Assessment link.

At the end of the month you will receive an invoice through your University email (Live@edu). The University no longer sends invoices through U.S. Mail. If you have questions about your account, contact Accounts Receivable, Carrington Hall First floor, telephone (417) 836-5632. Spring 2010 payments are due by January 15, February 15, March 15 and the final payment no later than April 15.

❑ Your Fees

Registration does not require a minimum payment to hold your class(es). 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.

When you receive your monthly Live@edu invoice, pay your fees directly to the Missouri State University Bursar's Office. For ease and for security, the Bursar recommends paying on the web. To do so, at MyMissouriState, click on the Profile tab. Under the Account Balance and Payments column, click on the Access Account and Make Payments link, which takes you directly to the secure CashNet payment system.

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

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Sequence Dates for Early Registration Period

To view sequence, go to www.missouristate.edu/assets/registrar/SP2010RegSequence.pdf

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 Spring 2010 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 Spring 2010

	<i>Installment Date</i>
Early Registration/Sequenced • November 2 - 20, 2009	
Statement emailed to your Live.Missouristate.edu account.	January 15, 2010 February 16, 2010 March 15, 2010 April 15, 2010
Regular Registration • November 23, 2009 - January 9, 2010	
Statement emailed to your Live.Missouristate.edu account.	January 15, 2010 February 16, 2010 March 15, 2010 April 15, 2010
Late Registration/Change of Schedule Period • January 11 - 15, 2010	
A \$25 late registration fee is added for initial registrations this week. Statement emailed to your Live.Missouristate.edu account.	February 16, 2010 March 15, 2010 April 15, 2010

Please note: Students who do not complete full payment by the deadline of April 15, 2010 will have their Summer and Fall 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 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.