



MIDWESTERN
STATE UNIVERSITY

DR. BILLIE DORIS McADA
GRADUATE SCHOOL

Graduate Student Handbook
2023 - 2024

Ferguson Hall
3410 Taft Boulevard
Wichita Falls, Texas 76308
msutexas.edu/academics/graduate-school

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McAda Graduate School Information

Graduate School Contact Information

- Dr. Tiffany Ziegler, Interim Dean
graduate.dean@msutexas.edu
940-397-4867
Ferguson Hall 214
- Elizabeth Gibbs, Assistant to the Dean
elizabeth.gibbs@msutexas.edu
940-397-4867
Ferguson Hall 212
- Emma Brown, Graduate Academic Counselor
emma.brown@msutexas.edu
940-397-4666
Ferguson Hall 213

Graduate School Calendar

Visit msutexas.edu/academics/graduate-school/calendar for events, important dates, and deadlines.

Graduate School Social Media

Search @mcadagradschool to follow us on Facebook, Instagram, and Twitter.

Graduate Coordinator Directory

Visit msutexas.edu/academics/graduate-school/coordinator-directory for coordinator contact information.

Graduate Advisor Directory

Visit msutexas.edu/academics/graduate-school/advisor-directory for advisor contact information.

Graduate Student Resource Center (GSRC)

Located in Ferguson Hall 202, the Graduate Student Resource Center is a quiet and comfortable space exclusively for graduate students. It features three computers, a printer, a growing library of reference books, a study space, a lounge space, and free coffee and tea. Visit msutexas.edu/academics/graduate-school/gsrc for hours of operation and the list of reference books.

Graduate Writing Help

Anna Lerew-Phillips, an alumna of MSU with a master's degree in English and expertise in technical writing, is available to graduate students for help with their academic writing. Anna can assist with formulating research questions, organizing ideas and manuscripts, citing sources, writing in a scholarly voice, and recognizing writing errors. Her role does not include proofreading or detailed editing, but she can show students how to proofread and edit their own writing. Send an email to Anna at gradwritinghelp@msutexas.edu to request help.

Graduate Student Ambassadors

Graduate Student Ambassadors serve as the official student representatives for McAda Graduate School. They assist with recruitment and retention efforts, exemplify and communicate the interests of the graduate student body, and enhance the quality of graduate education by discussing the needs and recommendations of graduate students. Visit msutexas.edu/academics/graduate-school/student-ambassadors for more information, or send an email to graduateschool@msutexas.edu to contact the ambassadors.

Academic Information

Academic Calendar

Visit msutexas.edu/registrar/calendars to view the current academic calendar in PDF format. The academic calendar lists important dates and deadlines for MSU students.

Portal

In the Portal, students can...

- access their student email account.
- register for classes via Banner/WebWorld.
- pay their tuition and fees via TouchNet.
- access their online classes via Desire2Learn.
- view their academic record and unofficial transcript via Banner/WebWorld.
- access their Moffett Library account and Moffett Library databases.
- browse student organizations and campus events via Mustangs Link.

To access the Portal, visit login.msutexas.edu and login with your username and password. Your username is your first initial + your middle initial + the first twelve letters of your last name + the month and day of your date of birth. For example, Robert T. Jones was born on January 3, so his username is rtjones0103. Your password is your Mustangs ID followed by an exclamation mark. To install the Portal as an app on your phone, search for myMSUTexas in the App Store or Google Play. Send an email to helpdesk@msutexas.edu to report a problem with the Portal or your Portal login.

Class Schedule

Visit msutexas.edu/registrar/schedule to view the latest class schedule. Click on a term to view the complete course listing for that term, as well as other important information. The complete course listing includes the five-digit course reference number (CRN) for each course. Graduate courses are designated by 5000-level and 6000-level numbers.

Class Registration Instructions

When registration is open, students can use these instructions to register for classes online via the Portal. When registration is closed, students need to use the instructions on page 6 to drop a class or page 7 to withdraw from the university.

1. Contact your academic advisor to be advised and to have your advising hold removed.
2. Log into the Portal.
3. Under MSU Applications, click on Banner/WebWorld.
4. Click on Student, then Registration, then Add or Drop Classes.
5. Select the term for which you want to register and click Submit.
6. Complete the Student Financial Responsibility Agreement (SFRA) for the term.
7. If you see a message saying that you have a hold or holds on your account, click on View Holds to see which office or offices you need to contact about the hold or holds.
8. Type the five-digit course reference number (CRN) for each class into the empty boxes and click Submit Changes.
9. If you see a message saying that a class could not be added, take note of the reason for the error and contact your academic advisor for assistance.
10. Click on Student Detail Schedule to view your schedule.
11. Review your schedule carefully to ensure that you have registered for the correct classes and sections.
12. If you need to make changes to your schedule, click on Add or Drop Classes. Each class for which you are registered will be listed. To drop a class, click the Action box for the class, select Web Drop/Delete, and click Submit Changes. To add a class, type the CRN for the class into one of the empty boxes and click Submit Changes.

Textbooks

After registering for classes, students can use these instructions to see what textbooks are required and recommended for each of their classes.

1. Visit bkstr.com/midwesternstatestore and click on Textbooks at the top of the page.
2. Type your Mustangs ID and click Enter.
3. Select the appropriate term from the drop-down menu and click Find Courses.
4. Purchase your textbooks from the bookstore or anywhere you prefer.

Financial Aid Enrollment Status

For financial aid purposes, graduate students are considered full-time when they are enrolled in six or more credit hours per semester and half-time when they are enrolled in three credit hours per semester. Graduate students who are enrolled in two or less credit hours per semester are not eligible for financial aid. Please note that post-baccalaureate non-degree-seeking students and students pursuing a graduate certificate are not eligible to receive financial aid.

Academic Enrollment Status

For fall and spring semesters, typical full-time enrollment for graduate students is nine or more credit hours. For summer sessions, typical full-time enrollment for graduate students is six or more credit hours. The maximum course load for a graduate student is sixteen credit hours for fall and spring semesters and six credit hours for summer sessions. Students in the Family Nurse Practitioner and Psychiatric Mental Health Nurse Practitioner programs are considered full-time when they are enrolled in six credit hours during fall and spring semesters. Graduate assistants are limited to a maximum of nine credit hours per fall and spring semester. If a graduate student is employed full-time, their recommended course load is three credit hours per semester.

Graduate Academic Performance Standards

Graduate degree-seeking students must maintain a GPA of 3.0 or higher to be in good academic standing and must have a cumulative GPA of 3.0 or higher to graduate. Post-baccalaureate non-degree-seeking students must maintain a GPA of 2.0 or higher to be in good academic standing. Graduate programs may have additional academic performance standards, so students should consult with their graduate coordinator or academic advisor about program-specific standards. A student who needs or wants to replace a grade may retake the class for which the grade was received once they have permission from their graduate coordinator.

Time Limit for Completion of a Graduate Program

All requirements for a graduate degree or certificate must be completed within a period of six years from the time of first enrollment in a graduate-level course, unless a shorter time period is specified by a graduate program. A proportionately longer period of time is granted for programs that require more than 36 graduate hours. Students who may be affected by this policy should contact their graduate coordinator for further details.

Course Drop Instructions

When registration is closed, students can use these instructions to drop a course before the drop deadline for a grade of W. Dropping a course after the drop deadline will result in a grade of F for the course. Visit msutexas.edu/busoffice/wd-schedule for drop deadlines. If a

student needs to drop all their courses for the semester, they need to withdraw from the university by following the instructions on page 7.

1. Inform your academic advisor that you need to drop a course so they can determine how the drop will affect your time to degree completion. If you have a graduate assistantship or have been awarded any scholarships, your academic advisor can determine how they will be affected by the drop, as well.
2. If you have received financial aid, inform the Financial Aid Office that you need to drop a course so they can determine how the drop will affect your enrollment status and your financial aid award.
3. If you are a student athlete, inform Athletics that you need to drop a course.
4. If you are an international student, inform the Global Education Office that you need to drop a course.
5. Log into the Portal.
6. Under MSU Applications, click on Banner/WebWorld.
7. Click on Student, then Registration, then Add or Drop Classes.
8. If you see a message saying that you have a hold or holds on your account, click on View Holds to see which office or offices you need to contact about the hold or holds.
9. Each class for which you are registered will be listed. To drop a class, click the Action box for the class, select Web Drop/Delete, and click Submit Changes.
10. Click on Student Detail Schedule and review your schedule to ensure that you have dropped the class.

Withdrawal Instructions

If a student needs to drop all their courses for the semester and withdraw from the university, they need to follow these instructions before the drop deadline to receive a grade of W for the courses. Withdrawing from the university after the drop deadline will result in a grade of F for the courses. Visit msutexas.edu/busoffice/wd-schedule for drop deadlines. If a student is unable to withdraw themselves from the university due to medical or other reasons, only a person who has legal power of attorney for the student can withdraw the student from the university.

1. If you are a student athlete, inform Athletics that you need to withdraw from the university.
2. If you are an international student, inform the Global Education Office that you need to withdraw from the university.
3. Email student.affairs@msutexas.edu or visit the Student Affairs Office in Clark Student Center to initiate the withdrawal process.
4. Once a withdrawal slip is completed and signed, copies of the slip will be distributed to the Registrar's Office, Business Office, and Financial Aid Office, and your academic advisor will be notified.

5. When you are ready, contact your academic advisor to determine your next steps for completing your degree or certificate.

Graduate Student Reactivation

If a graduate student has not attended MSU for one long semester and wants to return, they need to complete a Graduate School Reactivation Form. This applies to graduate students who have not graduated and who want to return to the same graduate program. Email Emma Brown, Graduate Academic Counselor, at emma.brown@msutexas.edu for the Graduate School Reactivation Form.

Graduate Student Readmission

If a graduate student has not attended MSU for one year or more and wants to return, they need to submit a new application to McAda Graduate School and pay the \$50 application fee. Visit msutexas.edu/academics/graduate-school/how-to-apply for application instructions.

Change of Major

If a student wants to change their major, they need to contact the graduate coordinator of the new major to initiate the process and complete a Change of Major form.

Degree Works

Via the Portal, students can access Degree Works to track their progress toward their degree. Students can view their GPA, catalog term, major requirements, and class history, as well as classes that are in progress and classes that have not been taken yet. Students should contact their academic advisor if they have questions about requirements or course substitutions.

Graduate Catalog

Visit msutexas.edu/registrar/catalog to view the current graduate catalog and archived graduate catalogs. In the graduate catalog, students can view the program and degree requirements for that particular catalog, as well as course descriptions and other useful information.

Graduate Scholarships

Visit msutexas.edu/academics/graduate-school/scholarships to view the complete list of internal scholarships that are available to graduate students at MSU. In the list, find your program to see available scholarships, application forms, and contact information. On the same webpage is a list of external, non-MSU scholarships and scholarship websites. Please note that post-baccalaureate non-degree-seeking students and students pursuing a graduate certificate are not eligible to receive scholarships.

Graduate Assistantships

To be eligible for an assistantship in the fall or spring, graduate students must be enrolled in classes. To be eligible for an assistantship in the summer, students must be enrolled in summer classes or they must have been enrolled in classes during the preceding spring semester. Graduate assistants are expected to maintain a GPA of 3.0 or higher. Students can contact their graduate coordinator to inquire about available graduate assistantships within their program, or they can search for graduate assistantships on MustangsHIRE.

Desire2Learn (D2L)

Desire2Learn is the online learning platform used by MSU for all its online classes. Students can access D2L via the Portal. Visit msutexas.edu/distance/how-to-student for D2L tips and guides. Visit msutexas.edu/distance/oprs to report a problem in D2L. Please note that online classes do not show in D2L until the first day of classes.

Thesis

Visit msutexas.edu/academics/graduate-school/thesis for thesis tips, expectations, forms, deadlines, and more.

Graduation Application Instructions

The deadline to apply for December 2023 graduation is September 25, and the deadline to apply for May 2024 graduation is February 12.

1. Visit msutexas.edu/registrar/apply-graduation and click on the Master's Degree button.
2. Complete the Application for a Master's Degree and the Diploma Distribution Form. Both forms can be scanned and emailed to registrar@msutexas.edu or submitted in person to the Registrar's Office in Hardin Administration Building.
3. Pay the \$30 graduation fee online via Mustang Marketplace, by personal check payable to Midwestern State University, in cash at the Registrar's Office, or by money order payable to Midwestern State University.
4. Keep an eye on your email for correspondence from the Degree Audit Team regarding your graduation application and your degree audit.

Commencement

Commencement ceremonies are conducted in December and May. Students who complete their degree in the summer are encouraged to attend the December commencement ceremony. Students who complete their degree in the fall are required to attend the December commencement ceremony, and students who complete their degree in the spring are required to attend the May commencement ceremony. If a student cannot attend commencement, they must submit the Request for Permission for Graduation in Absentia form to the Registrar's Office. Visit msutexas.edu/registrar/commencement for important

commencement details such as date, time, location, dress code expectations, and where to purchase regalia.

Resources

Academic Resources

Click on a resource for more information.

[Registrar's Office](#) • 940-397-4321

[Business Office](#) • 940-397-4101

[Financial Aid Office](#) • 940-397-4214

[Bookstore](#) • 940-397-4225

[Distance Education](#) • 940-397-4785

[Information Technology](#) • 940-397-4278

[Computer Labs and Printers](#) • 940-397-4278

[Office 365](#) • 940-397-4278

[Moffett Library](#) • 940-397-4204

[Global Education Office](#) • 940-397-4568

[Intensive English Language Institute](#) • 940-397-4685

[Veterans Affairs Office](#) • 940-397-4305

[Tutoring and Academic Support Programs](#) • 940-397-4461

[ThinkingStorm Distance Education Tutoring](#) • 940-397-4461

[Student Support Services](#) • 940-397-4076

[Career Management Center](#) • 940-397-4473

[MustangsHIRE](#) • 940-397-4473

Student Life Resources

Click on a resource for more information.

[Campus Maps](#) • 940-397-4352

[Parking](#) • 940-397-4310

[Campus Card](#) • 940-397-4223

[Mustangs Shuttle](#) • 940-397-7500

[Falls Ride Public Transportation](#) • 940-761-7433

[Residence Life and Housing](#) • 940-397-4217

[Dining Services](#) • 940-397-4203

[Clark Student Center](#) • 940-397-4223

[Post Office](#) • 940-397-4241

[Disability Support Services](#) • 940-397-4140

[MOSAIC Cross Cultural Center](#) • 940-397-4500

[Bridwell Activities Center](#) • 940-397-4223

[Mustangs Link](#) • 940-397-3033
[MSU Student Handbook](#) • 940-397-7500
[MSU News](#)
[MSU Calendar](#)
[MSU Social Media](#)
[Wichita Falls Relocation Guide](#)
[Wichita Falls Events](#)

Safety, Health, and Wellness Resources

Click on a resource for more information.

[Police Department](#) • 940-397-4239
[MSUReady](#) • 940-397-8993
[MSU Safety App](#) • 940-397-4239
[MSU Alert](#) • 940-397-4239
[Emergency Phones](#) • 940-397-4239
[Title IX](#) • 940-397-4213
[Incident Reporting](#) • 940-397-7500
[Vinson Health Center](#) • 940-397-4231
[Health Insurance](#) • 940-397-4231
[Gaines Dental Hygiene Clinic](#) • 940-397-4737
[Mustangs Pantry](#) • 940-397-4223
[Redwine Student Wellness Center](#) • 940-397-4466
[Counseling Center](#) • 940-397-4618
[BetterMynd Virtual Counseling](#) • 940-397-4618
[Psychology Clinic](#) • 940-397-4791