



FALL 2019 Academic Calendar

EARLY REGISTRATION	April 8 – May 9, 2019
(TSI students* - see below for eligibility.)	
(See details and additional early registration dates & information on page 2 .)	
DEADLINE FOR FALL 2019 INTERNATIONAL STUDENT ADMISSION APPLICATION	May 15, 2019
SAT TEST – National test dates require early registration	June 1, 2019
ACT TEST – National test dates require early registration	June 8, 2019
REGULAR DEADLINE FOR APPLICATION FOR ADMISSION AND	August 1, 2019
SUBMISSION OF CREDENTIALS	
REGISTRATION AND CHANGE OF SCHEDULE FOR FORMER AND CONTINUING	August 15 – 20, 2019
STUDENTS, AND ALL GRADUATE STUDENTS (See page 6 for details.)	
ORIENTATION, ADVISING, AND REGISTRATION FOR NEW BEGINNING	August 21 – 22, 2019
FRESHMEN AND TRANSFER STUDENTS (See detailed schedule on page 4 .)	
REGISTRATION CONTINUES.....	August 23, 2019
CLASSES BEGIN	August 24, 2019
CHANGE OF SCHEDULE & LATE REGISTRATION (See page 8 for details.)	August 26 – 28, 2019
STUDENT PAYMENT DEADLINE	(See page 10 for details.)
LABOR DAY HOLIDAY (No Classes).....	September 2, 2019
OFFICIAL ENROLLMENT DATE (12th day).....	September 9, 2019
★ PAYMENT DEADLINE TO PREVENT CLASSES FROM BEING VOIDED★	
LAST DAY FOR DECEMBER GRADUATES TO FILE APPLICATION.....	September 30, 2019
FOR GRADUATION (Office of the Registrar)	
LAST DAY FOR MAY GRADUATES TO FILE APPLICATION	October 7, 2019
FOR GRADUATION (Office of the Registrar)	
MID-SEMESTER	October 14 – 18, 2019
LAST DAY FOR "W," 4:00 p.m. - Drops after this date will receive grades of "F."	October 28, 2019
PRIORITY APPLICATION FOR ADMISSION DEADLINE – SPRING 2020	November 1, 2019
THANKSGIVING HOLIDAY BEGINS, 10:00 p.m.	November 26, 2019
CLASSES RESUME	December 2, 2019
LAST DAY OF CLASSES	December 6, 2019
FINAL EXAMINATIONS	December 7 – 12, 2019
COMMENCEMENT	December 14, 2019

Part-of-Term A (first 8 week classes):

Classes BeginAugust 24, 2019
 Last Day for "W", 4:00 p.m. September 25, 2019
 Drops after this date will receive grades of "F."
 Last Day of Classes October 18, 2019

Click here for a list of [DFW related courses](#).

Part-of-Term B (second 8 week classes):

Classes BeginOctober 19, 2019
 Last Day for "W", 4:00 p.m. November 20, 2019
 Drops after this date will receive grades of "F."
 Last Day of Classes December 14, 2019

Click here for a list of [DFW related courses](#).

ESTIMATE OF COSTS AND REGISTRATION FEE REFUND SCHEDULE ON [PAGES 9-15](#).

* TSI Students: This term, used throughout this publication, is referring to students who have failed a section(s) of the TSI Assessment, Accuplacer, Asset, Compass, THEA, or former TASP tests and are still fulfilling the requirements of the Texas Success Initiative. (See [page 5](#) for more details.) **TSI students will be advised of their requirements by their academic advisors.**



RETURNING STUDENTS - EARLY REGISTRATION

April 8 – May 9, 2019



WEB REGISTRATION: FOR RE-ENROLLING STUDENTS
<http://my.msutexas.edu>

Students who were not enrolled in Spring or Summer 2019 must reapply for admission (see [page 3](#)).

Web Registration: Available 24 hours on the days listed below. May have occasional down-time for system maintenance.

Students may register for classes on or after their scheduled classification below.
(Each new registration period begins at 7:00 a.m. on the designated day.)

Re-enrolling Graduates, Post-Baccalaureates, Seniors, and Honors – 90+ hours:

Monday, April 8 All Letters
Tuesday, April 9 All Letters

Re-enrolling Juniors – 60-89 hours:

Wednesday, April 10 All Letters
Thursday, April 11 All Letters

Re-enrolling Sophomores – 30-59 hours:

Friday, April 12 All Letters
Monday, April 15 All Letters

Re-enrolling Freshmen:

Tuesday, April 16 All Letters
Wednesday, April 17 All Letters

Additional Early Registration Dates:

APRIL 18 – MAY 9, 2019
MAY 16 – JULY 7, 2019
JULY 10 – AUGUST 11, 2019

ALL CLASSIFICATIONS

(See pages [6](#) and [8](#) for the Regular and Late Registration Schedules.)

New Students: See [page 4](#) for opportunities to take part in early registration beginning on April 18.

NOTE: Offices will be closed during weekend and holiday periods.

Note: TSI students must be advised by their college's professional academic counselor/advisor.

IMPORTANT INFORMATION: Pending approval from the Board of Regents for proposed fee changes for Fall 2019, you will not be able to view your student account charges. After the Board of Regents has met in May 2019, you will be able to view your student account charges by logging into my.msutexas.edu and clicking on the Touchnet link.

WHO IS ELIGIBLE FOR EARLY REGISTRATION?

- 1. Students enrolled at MSU in Spring or Summer 2019.
- 2. **Re-enrolling students (not enrolled Spring or Summer 2019) who have reactivated their files or submitted applications for fall by April 1, 2019. Contact MSU Admissions.**
- 3. **Re-enrolling students who had to reapply must meet the [meningitis immunization requirement](#).**

TSI Students must enroll in required developmental course(s), but can later change schedule if TSI status changes. **Note:** TSI students will be advised of their requirements by their academic advisors.

Graduating Seniors who plan on applying to the Dr. Billie Doris McAda Graduate School, must complete an application for admission and pay the application fee (\$50) by the printed deadlines. Contact the Graduate Admissions Office. Students who will receive their undergraduate degrees from MSU should contact the Graduate School about receiving their permits to register in order to take advantage of early registration.

HOW TO EARLY REGISTER:

- 1. Meet with advisor to receive advisor-approved schedule with approved courses. Advising department must clear advising hold.
- 2. Register on or after the scheduled time using the web instructions at <http://www.msutexas.edu/registrar/web>.

Students will be sent e-bills from the Business Office after August 15, 2019, and payment is due by 5:00 p.m., August 23, 2019. Payment by credit card (MasterCard, Visa, Discover, and American Express) or online check is available. A 2.85% convenience fee will be assessed on all credit card payments for tuition and fees. The convenience fee can be avoided by using the Electronic Check payment option.

Students with balances from previous semesters must contact the Business Office at 940-397-4100. Students must be paid in full or on a payment plan or their registrations will be voided. Payment due dates are listed on [page 10](#).

NOTE: Credit card payments are not accepted over the telephone or at the Business Office counter. Payment is accepted by logging into my.msutexas.edu and clicking on the Touchnet link.

Fees will not be waived for students who do not check their emails, do not have updated contact information, or claim they had no knowledge of payment dates.



ADMISSIONS INFORMATION

(940) 397-4334 or 1-800-842-1922 or admissions@msutexas.edu

MSU ADMISSIONS – MSU students who were not enrolled in Spring or Summer 2019 must reapply for admission by printed deadlines.

Graduate students contact the Dr. Billie Doris McAda
Graduate School: (940) 397-4920.

MONDAY - FRIDAY, 8:00 A.M. to 5:00 P.M.

To apply for admission online:
Apply Texas website - <http://www.applytexas.org>.

Applications available online until: August 8, 2019

Applications for admission and application fees are only applicable for term submitted on the application.

NEW MSU STUDENTS

ADMISSION PROCEDURES - Application Fee: \$40.00 – Undergraduates; \$50.00 – Graduates
Applications and application fees for admission are non-transferable and non-refundable.

1. **APPLICATION:** Apply by the deadline – **Regular Deadline – August 1, 2019.**
Applications will not be accepted after the printed deadline without individual approval.
Contact MSU Admissions or apply online at <http://www.applytexas.org>. Online applications will be available until August 8, 2019.
An application for admission will not be processed until the application fee has been received by MSU Admissions.
2. **TRANSCRIPTS:** All official transcripts must come directly from the issuing institutions.
 - Beginning freshmen must submit official high school transcripts and either ACT or SAT.
 - Transfers with fewer than 18 non-developmental semester hours earned must submit official high school transcripts plus all official college transcripts.
 - Transfers with 18 non-developmental semester hours or more earned must submit all official college transcripts.
 - Master's degree seeking, post-baccalaureate, and teacher certification students must submit all official college transcripts. (Graduate students should contact the Dr. Billie Doris McAda Graduate School at 940-397-4920, if they have questions.)
 - **Transcripts and other credentials needed to render an admission decision must be received prior to regular registration dates ([page 6](#)), or the student may have to attend late registration ([page 8](#)). A late registration fee will be assessed at the time of registration.**
3. **TESTING REQUIREMENTS:** See [page 5](#).
4. **ORIENTATION:** All new undergraduate students are **required to complete orientation**. See [page 4](#) for details.
5. Students must meet the [meningitis immunization requirement](#).
6. Undergraduate students who have not received notification of acceptance by August 1, 2019, should contact MSU Admissions.
7. **Graduate students should contact the Dr. Billie Doris McAda Graduate School at 940-397-4920, if they have questions.**

All Students - For residency classification information, see [page 14](#).

RE-ENROLLING MSU STUDENTS

1. **Former students** not enrolled in Spring or Summer 2019 must reactivate their files and submit an application for readmission with the \$10 matriculation fee. Deadline to avoid payment of a late registration fee is **August 1, 2019**. Contact MSU Admissions. Applications, reactivations, and associated fees for admission are non-transferable and non-refundable.
★ **Students should reactivate their files and submit applications for admission by April 1, 2019, to be considered for readmission and to be eligible to go through early registration. See [page 2](#) for details.** ★
An application or reactivation will not be processed until the \$10 matriculation fee has been received by MSU Admissions.
2. Official transcripts are required from any school attended since last enrollment at MSU and must meet transfer admission criteria.
 - Transcripts and other credentials needed to render an admission decision must be received prior to regular registration dates ([page 6](#)), or the student will have to attend late registration ([page 8](#)). A late registration fee will be assessed at the time of registration.
3. Students must meet the [meningitis immunization requirement](#).
4. Undergraduate students who have not received notification of acceptance by August 1, 2019, should contact MSU Admissions.
5. **Graduate students should contact the Dr. Billie Doris McAda Graduate School at 940-397-4920, if they have questions.**

RE-ENROLLING STUDENTS WITH ACADEMIC DEFICIENCIES, see [page 6](#).



NEW STUDENT ORIENTATION

(940) 397-4334 or 1-800-842-1922 or <https://msutexas.edu/orientation/>

NEW STUDENT ORIENTATION & ADVISEMENT (Undergraduates Only)

ORIENTATION/ADVISEMENT: Orientation is required of all beginning freshmen and transfer students (not previously enrolled at MSU). Students who have not received notification of acceptance by August 1, 2019, should contact MSU Admissions at (940) 397-4334 or (800) 842-1922.

Students should make arrangements to attend the entire day of orientation. Note: A small number of MSU departments and organizations mandate attendance at their own, specific "orientation" programs in addition to **New Student Orientation**. These isolated "orientation" programs do not substitute for **New Student Orientation**.

IMPORTANT: Students will not be allowed to register unless approved TSI test scores are on file or proof of TSI exemption has been provided (see [page 5](#)). Students must meet the [meningitis immunization requirement](#) by August 9 or class schedules will be voided.

EARLY ORIENTATION

June 25, 2019 – Session I
June 27, 2019 – Session II

July 16, 2019 – Session III
July 18, 2019 – Session IV

July 30, 2019 – Session V
August 1, 2019 – Session VI

Early Orientation is a program for entering undergraduates at MSU. During the session of the students' choice, each student will meet MSU faculty and students, receive valuable university information, and establish a foundation for collegiate success at Midwestern State. Aside from the student track, a separate program is tailored for parents, guardians, and guests. Visit <http://www.msutexas.edu/orientation> for more information.

Information on registration for all Early Orientation sessions will be sent beginning April 2019 to eligible newly admitted Fall students. To register for classes, students must have TSI scores on file, or be TSI exempt (see [page 5](#)).

NOTE: Admitted students with proof of TSI are encouraged to contact their advisors to make an advising appointment to secure class selection early. More information will be provided to eligible students beginning in March.

FALL 2019 ORIENTATION

8:35 a.m. (check-in at 8:00 a.m.
Clark Student Center Atrium)

Students may attend on either day:

Wednesday August 21, 2019
Thursday August 22, 2019

Students can contact their academic counselors and register for classes **prior** to attending orientation.

Students must RSVP for orientation at <http://www.msutexas.edu/orientation> after being accepted for admission.

ORIENTATION FOR NEW DISTANCE LEARNING STUDENTS & TRANSFER STUDENTS

All new undergraduate students are required to complete an orientation session. For Distance Learning students who are in distance programs and will be taking distance education courses only, MSU Texas provides online orientation modules. Transfer students also have the option to do the online orientation modules. A Transfer student is defined as a student with 18 transferable college credit hours AFTER high school graduation. Students who will be coming to campus must meet the [meningitis immunization requirement](#).

Website: <http://www.msutexas.edu/orientation>

NOTE: Students with questions regarding any of the new student orientation programs on this page should contact MSU Admissions at (940) 397-4334 or 1-800-842-1922.



TESTING REQUIREMENTS

Testing Services (940) 397-4676

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative (TSI) is a program which was developed by the 78th Texas State Legislature under which all undergraduate students (unless exempt*) must be tested for reading, writing, and mathematics skills prior to enrolling in any college-level course(s).

The TSI test for new students (or transfer students from private or out-of-state colleges) is the TSI Assessment.

[The *former* TSI tests of Accuplacer, Asset, Compass, or THEA/TASP, *may* still be able to be used for TSI purposes for former MSU students or transfer students from Texas public colleges who tested *prior to* August 24, 2013. Official scores should be sent to the MSU Registrar's Office for determination.]

Students who fail a section(s) of a TSI test are required to enroll in developmental course(s) in that area. Some students may qualify for a Non-Course Based Option (NCBO), depending on score levels. Students can contact the Math or English departments for more details if interested in the NCBO option.

IMPORTANT! Students who do not have scores on file will not be allowed to register unless TSI exempt*. Therefore, students required to test should schedule an appointment for the TSI Assessment as soon as possible so that scores will be available in time for advising and registration. (Note: Students needing to take the TSI Assessment must first complete a Pre-Assessment Activity which can be found at: <https://secure.msutexas.edu/registrar/paa/slides.asp> -- **must view through Google Chrome or Firefox browsers**)

Already taken the TSI Assessment elsewhere? Complete the online [TSI Assessment Score Release Form](#) for us to download your TSI scores.

*TSI exemptions and additional information can be found at <http://www.msutexas.edu/registrar/success>.

NOTE: TSI policies are subject to change due to action of the Legislature, Texas Higher Education Coordinating Board, and/or MSU Academic Council.

TSI students will be advised of their requirements by their academic advisors.

ACT and SAT TESTS

ACT and SAT tests must be taken by **BEGINNING FRESHMEN** under the age of 21 who have not previously submitted official ACT or SAT test scores with essay to MSU. **TRANSFER STUDENTS** under the age of 21 who have fewer than 18 non-developmental semester hours earned must also submit official ACT or SAT scores with essay. Students 21 years of age or over must take the ACT or SAT with essay if they do not meet other admission requirements. Testing should be completed prior to the admission application deadline of August 1, 2019.

SAT: <http://www.msutexas.edu/testing/sat>

ACT: <http://www.msutexas.edu/testing/act>

PROFICIENCY EXAMS

Proficiency exams are optional tests to gain credit in specific courses. Students pay the \$35.00 fee at the Business Office and take the receipt, a picture ID, and pens or pencils to the testing site. The credit will be posted upon completion of 9 hours at MSU.

COMPUTER SCIENCE PROFICIENCY EXAMS - Optional tests to gain credit in Computer Science I – CMPS 1044 and Computer Concepts and Applications – CMPS 1013. (A free study guide is available for the CMPS 1013 exam. It may be obtained on-line at <http://www.msutexas.edu/academics/scienceandmath/computerscience>.) Contact the department for information related to CMPS 1044.

DATE AND TIME: Wednesday, August 21, 2019, 2:30 p.m. - 4:00 p.m.

PLACE: Bolin Hall, Room 103

FOREIGN LANGUAGE PROFICIENCY EXAMS - Optional tests given in French, German, and Spanish.

DATE AND TIME: Tuesday, August 20, 2019, 1:00 p.m.

PLACE: Beawood Hall, Room 127

MATHEMATICS PROFICIENCY EXAMS - Optional tests given in algebra, trigonometry, precalculus, and calculus. Graphing calculator required for algebra, trigonometry, and precalculus tests.

DATE AND TIME: Thursday, August 22, 2019, 10:00 a.m. - 11:00 a.m. (Bolin Hall, Room 101)

or Tuesday, August 27, 2019, 2:00 p.m. - 3:00 p.m. (Bolin Hall, Room 118)



REGULAR REGISTRATION – August 2019

Register online at: <http://my.msutexas.edu>

STUDENTS NOT ENROLLED IN SPRING OR SUMMER 2019 MUST APPLY FOR ADMISSION (SEE [PAGE 3](#)).

Web Registration: Available 24 hours on the days listed below.
May have occasional down-time for system maintenance.

NEW* AND RETURNING STUDENTS

AUGUST 15 - 20, 2019

**THURSDAY, AUGUST 15, 2019 through
TUESDAY, AUGUST 20, 2019**

Re-enrolling All Classifications:

8:00 a.m. A – Z
5:00 p.m. Offices Close
Web Registration remains open.

***new students must RSVP for orientation**

NOTE: Students who registered early may change schedules on these days.



NEW AND RETURNING STUDENTS

New undergraduate students are required to attend an orientation session. See [page 4](#).

AUGUST 21 - 23, 2019

WEDNESDAY, AUGUST 21, 2019

All Classifications:

8:00 a.m. A – Z
5:00 p.m. Offices Close
Web Registration remains open

THURSDAY, AUGUST 22, 2019

All Classifications continued:

A – Z
5:00 p.m. Offices Close
Web Registration remains open.

FRIDAY, AUGUST 23, 2019

All Classifications continued:

A – Z
5:00 p.m. Registration Closes

RE-ENROLLING STUDENTS WITH ACADEMIC DEFICIENCIES

WARNING - Each student is responsible for knowing whether he/she is eligible to continue or enroll at the University. An ineligible student who nevertheless registers at the University will be withdrawn. The student shall not receive special consideration on the plea of lack of knowledge of academic status. Eligible students seeking early reinstatement from first or second academic suspension will receive appointment details regarding the committee meeting via email and letter. Students need to contact the Tutoring and Academic Support Programs (TASP) office to meet with the Academic Readmissions Committee. **No appeal for readmission will be granted after the committee meets prior to the Fall 2019 semester.** Petition letters for Academic Readmissions Committee must be submitted by the date included in the correspondence. Refunds will be made in accordance with University policy. Please note that students must have all Business Office holds cleared before meeting with the committee. For questions about account holds, students should contact their advisor or the TASP office.

Students with questions about their academic status should refer to the catalog or contact the TASP office at (940) 397-4461 for an appointment to discuss further questions about academic status.

Students are required to keep their contact information in WebWorld updated, as this is the information TASP uses for correspondence.

Students receiving financial aid who earn academic suspension/probation must also contact the Office of Financial Aid to determine whether their funding has been affected by their academic standing.



REGISTRATION INFORMATION

WHO IS ELIGIBLE FOR REGISTRATION?

1. Students enrolled at MSU in Spring or Summer 2019.
2. Re-enrolling students (not enrolled Spring or Summer 2019) who reactivate their files and submit applications for Fall by August 1, 2019. See [page 3](#). Contact MSU Admissions.
3. New students who file applications for Fall by August 1, 2019, and have been accepted for admission. See [page 3](#). New undergraduate students are required to attend orientation (see [page 4](#)) and will register according to the schedule on [page 6](#).
4. Note: new and re-entering students must meet [meningitis immunization requirement](#).

Graduating Seniors who plan on applying to the Dr. Billie Doris McAda Graduate School, must complete an application for admission and pay the application fee (\$50) by the printed deadlines. Contact the Graduate Admissions Office. Students who will receive their undergraduate degrees from MSU should contact the Graduate School about receiving their permits to register in order to take advantage of early registration.

HOW TO REGISTER:

1. Meet with advisor to receive advisor-approved schedule with approved courses. Advising department must clear advising hold.
2. Register at scheduled time using the web instructions at <http://www.msutexas.edu/registrar/web>.
3. **IMPORTANT** - Payment arrangements must be made with the Business Office by 5:00 p.m., August 23, 2019, regardless of whether an e-bill was received. (See Financial Information beginning on [page 9](#).) **Students with balances from previous semesters must contact the Business Office at 940-397-4100. Students must be paid in full or on a payment plan or their registrations will be voided. Payment due dates are listed on [page 10](#).** Students voided will be subject to late registration and reinstatement fees.

Fees will not be waived for students who do not check their emails, do not have updated contact information, or claim they had no knowledge of payment dates.

IMPORTANT NOTES:

- **Pay all tuition and fees or make payment arrangements by logging into my.msutexas.edu and clicking on the Touchnet link.**
- The Business Office encourages students to **pay their accounts and print their receipts online**. This is an immediate posting to the account and eliminates the need for standing in line.
- Go to the Registrar's Office to resolve any schedule conflicts.
- Students residing in university housing who do not have housing charges on their accounts should go to the Housing Office to have the charges entered.
- Students are responsible for proofreading for enrollment errors.
- Errors noted after registering must be corrected during the drop/add period during the days/times listed on pages [6](#) and [8](#).
- Midwestern State University reserves the right to discontinue any scheduled course which does not have a sufficient number of enrollees to justify offering it.
- The University reserves the right to change instructors in classes when necessary.

ALTERNATIVES TO THE SCHEDULED TIME REGISTERING BEFORE THE SCHEDULED TIME IS NOT PERMITTED!

Students should make arrangements in their personal or work schedules to allow them to conveniently register at their scheduled times. Students who cannot register at the time indicated may register at any time after their classification has passed, when registration is open. **REGISTRATION BEFORE THE CLASSIFICATION SCHEDULE IS NOT PERMITTED AND MISSING CLASS TO REGISTER IS CONSIDERED AN UNEXCUSED ABSENCE.**

Students may have another person register for them at their scheduled times if that is more convenient. Any person registering for another is required to pay the appropriate fees and have all necessary documents: validated MSU I.D. card, Mustangs I.D. number, driver's license, and advisor-approved schedule. **CAUTION:** To protect student privacy, PIN numbers should not be released to another person.

Concurrent Enrollment in Two Colleges or Universities

Students who will be enrolled at MSU and another college during the same term must complete the Request for Concurrent Enrollment form at <http://www.msutexas.edu/registrar/concurrent>. It is necessary for the tracking of satisfactory academic progress and the transferability of these courses back to MSU. An official transcript of all concurrent coursework must be sent to MSU immediately upon completion. Application for this program should be made by completing this form well in advance of registration because circumstances appropriate for concurrent enrollment are at the discretion of the advisor, chair, and dean.

Students who do not check with their degree program in advance of enrolling to see if credit is applicable to the degree risk taking courses for which no credit may be given. It is especially important to check with Leah Hickman in Admissions or Cathy Hoffman in the Office of the Registrar before enrolling in a Political Science or Government course.



CHANGE OF SCHEDULE AND LATE REGISTRATION/LATE ORIENTATION

WEBWORLD AVAILABLE FOR CHANGE OF SCHEDULE & LATE REGISTRATION THROUGH AUGUST 28 ONLY!

MONDAY, AUGUST 26, 2019	DROP-ADD & LATE REGISTRATION
Seniors/Graduates/Post-Bacc/Honors: 8:00 a.m. 5:00 p.m.	A – Z Offices close Web Registration remains open
.....	
TUESDAY, AUGUST 27, 2019	DROP-ADD & LATE REGISTRATION
All Classifications: 8:00 a.m. 5:00 p.m.	A – Z Offices close Web Registration remains open
.....	
WEDNESDAY, AUGUST 28, 2019	DROP-ADD & LATE REGISTRATION
All Classifications: 5:00 p.m.	Registration Closes

NOTE: Students with balances from previous semesters must contact the Business Office at 940-397-4100. Students must be paid in full or on a payment plan or their registrations will be voided. Payment due dates are listed on [page 10](#). To make payments online, log into my.msutexas.edu and click on the Touchnet link.

PROCEDURES FOR CHANGE OF SCHEDULE

To Drop/Add August 26 - 28:

- All students must obtain a Drop/Add Request form from major college advisor. A form is needed to make the following types of changes: add only, drop only, or add and drop.
- Complete form and have advisor sign and stamp it.
- Register or change schedule by web at the scheduled time.
- Changes are made by classification order shown above. Students may drop/add any time after their classification has passed.
- Payment arrangements for added courses must be made immediately. **Accounts must be paid in full. Students with balances from previous semesters must contact the Business Office at 940-397-4100. Students must be paid in full or on a payment plan or their registrations will be voided. Payment due dates are listed on [page 10](#).** Students voided are subject to late registration and reinstatement fees.

Fees will not be waived for students who do not check their emails, do not have updated contact information, or claim they had no knowledge of payment dates.

Payment by web is available 24/7. Students must be paid in full or on a payment plan or their registrations will be voided. Payment due dates are listed on [page 10](#).

PROCEDURES FOR LATE REGISTRATION AND LATE ORIENTATION

- A late registration fee of \$25.00 will be assessed.
- New undergraduate students must report to the Clark Student Center Atrium on Tuesday, August 27, at 9:00 a.m. for orientation prior to registration. The orientation session will last until approximately 10:30 a.m. Documentation for [meningitis immunization](#) and TSI approved test scores must be on file unless TSI exempt (see [page 5](#)). After being accepted for admission, students must RSVP for late orientation. The RSVP form is available online: <http://www.msutexas.edu/orientation>.
- Must have validated MSU I.D. or acceptance letter.
- Meet with advisor to receive advisor-approved schedule with approved courses. Advising department must clear advising hold.
- Students can register online by using the web instructions at <http://www.msutexas.edu/registrar/web>.
- Payment arrangements must be made at the Business Office immediately. **Students with balances from previous semesters must contact the Business Office at 940-397-4100. Students must be paid in full or on a payment plan or their registrations will be voided. Payment due dates are listed on [page 10](#).** Students voided are subject to late registration and reinstatement fees.



FINANCIAL INFORMATION

Business Office (940) 397-4101

Student Financial Responsibility Agreement

When registering for classes, you acknowledge and agree to all terms and conditions set forth by Midwestern State University including liability for all tuition, fees, room, board, and other related charges. Failure to pay your student financial obligation in full by the due date for the semester allows Midwestern State University to exercise its right to pursue other legal action for collection. This includes, but is not limited to, placing your past due account with a collection agency and/or other third party such as an attorney. In addition to paying your past due account, you will be obligated to pay all reasonable costs and expenses of collection, including, without limitation, reasonable court costs and attorneys' fees and/or collection agency fees and charges. Midwestern State University may also disclose to credit bureau organizations that you have defaulted on your student financial obligation to Midwestern State University. Failure to attend classes does not absolve you from financial liability. In all cases, it is your responsibility to drop classes by the published drop/add date or you will be held liable for those classes.

Midwestern State University implemented a Student Financial Responsibility Agreement (SFRA) beginning with Spring 2016 registration. It is mandatory that all registered students agree to the SFRA each semester before registering for classes. Please login to your student portal, select the WebWorld/Banner link, select the Student tab, then click on the Student Financial Responsibility Agreement and follow the prompts. Select the accept button.

If you would like to preview the entire SFRA, go to <http://www.msutexas.edu/busoffice/responsibility-agreement>. If you have any questions, please call the Business Office at 940-397-4101.

	<u>ESTIMATED TUITION & FEES FOR</u>				
	FALL 2019				
	Tentative Fee Chart – pending Board of Regents' approval (Includes tuition and mandatory fees)				
	Semester Credit <u>Hours</u>	Texas <u>Resident</u>	U.S. Non-Texas <u>Resident*</u>	<u>Non-Resident</u>	
<p><u>Midwestern State University reserves the right to change fees in keeping with actions of the Texas State Legislature or the University Board of Regents.</u></p> <p>Students are responsible for maintaining their email and mailing addresses with the Business Office. All payments are due in accordance with university payment schedules regardless of returned emails.</p> <p>Thesis only - \$50.00 plus required fees.</p> <p>Graduate courses are an additional \$40.00 per semester credit hour.</p>	15	4,689.50	5,664.50	11,019.50	<p>*See notes about U.S. non-Texas residents and Oklahoma tuition on page 14. Note: Many waivers are placed after the student has enrolled for classes – usually within 48-hours.</p> <p>Students attending only courses taught at off-campus sites are not required to pay the Student Union/Center Fee and the Student Recreational and Health Facilities Fee (if SB1210 eligible).</p> <p>Registration amounts listed do not include instructional enhancement fees, late registration fee, distance learning fees, property deposit, orientation fee, or graduate tuition. Add appropriate fees to estimate the total semester cost for tuition and fees.</p>
	14	4,417.20	5,327.20	10,325.20	
	13	4,138.65	4,983.65	9,624.65	
	12	3,847.60	4,627.60	8,911.60	
	11	3,546.55	4,261.55	8,188.55	
	10	3,245.50	3,895.50	7,465.50	
	9	2,944.45	3,529.45	6,742.45	
	8	2,643.40	3,163.40	6,019.40	
	7	2,342.35	2,797.35	5,296.35	
	6	2,041.30	2,431.30	4,573.30	
	5	1,740.25	2,065.25	3,850.25	
	4	1,439.20	1,699.20	3,127.20	
	3	1,138.15	1,333.15	2,404.15	
	2	837.10	967.10	1,681.10	
	1	536.05	601.05	958.05	
	Please visit the Business Office for detailed information http://www.msutexas.edu/busoffice/				
	IMPORTANT INFORMATION: Pending approval from Board of Regents for proposed fee changes for Fall 2019, you will not be able to view your student account charges. After the Board of Regents has met in May 2019, you will be able to view your student account charges by logging into my.msutexas.edu and clicking on the Touchnet link.				

Fees will not be waived for students who do not check their emails, do not have updated contact information, or claim they had no knowledge of payment dates.

MSU TEXAS FLOWER MOUND TUITION & FEES

All MSU Texas Flower Mound students are exempt from paying the Athletic fee, Student Union/Center fee, and Student Recreational and Health Facilities fee for classes taken/registered at the Flower Mound campus.

In addition, MSU Texas Flower Mound **Nursing** students only do not pay Instructional Enhancement fees, Differential Enhancement fees, and Distance Learning fees.



FINANCIAL INFORMATION CONTINUED

Payment for Fall early/regular registration is due: Friday, August 23, 2019
Payment for Fall late registration is due: Wednesday, August 28, 2019

12th class day (official enrollment) void day is September 9, 2019. If payment is not received by this date, classes will be voided.

1. MSU tuition and fees may be paid by web check or credit/debit card by logging into my.msutexas.edu and clicking on the Touchnet link.
2. MSU Business Office accepts cash, checks, and money orders at the window. MSU accepts MasterCard, Visa, Discover, and American Express online only. A 2.85% convenience fee will be assessed for all credit card payments for tuition and fees. **Credit card payments are not accepted over the telephone or at the Business Office window.**
3. Installment Plan - Can be used for tuition, fees, housing, and meals. For students who have early registered, the first installment payment is due by Friday, August 23, 2019. For students who register during regular or late registration, the first installment payment is due by the dates above. A non-refundable fee of \$22.50 is assessed for this payment option.
 - a. One-third (1/3) payment of total charges due by Friday, August 23, 2019, for students who early registered or at the time of registration during regular and late registration.
 - b. One-third (1/3) on or before 4:30 p.m., Wednesday, September 25, 2019.
 - c. One-third (1/3) on or before 4:30 p.m., Wednesday, October 23, 2019.
4. An emergency tuition and fee loan may be available through the Business Office if the student is unable to pay the one-third (1/3) down required by the installment plan. **The MSU Business Office will process the ETFL after the student completes the online form at <http://www.msutexas.edu/busoffice/paymentplans> and brings the original signed promissory note to the MSU Business Office.** A 1% service charge and a \$22.50 loan origination fee will be added to the loan. Payment dates for the ETFL are September 25, 2019 and October 23, 2019. Students voided for non-payment are subject to late registration and reinstatement fees.

Notice: A late fee of \$30.00 will be charged if payments are made after the September and October due dates.

Late fees are also charged on added classes and miscellaneous charges if payment is not made by the due date.

INSTRUCTIONAL ENHANCEMENT FEES

The instructional enhancement fee is charged according to the college in which the course is located and the credit hour value for that course. The fees for Fall 2019 are listed below.

PER HOUR CHARGE FOR INSTRUCTIONAL ENHANCEMENT FEES

Dillard College of Business Administration (COBA)	14.00
West College of Education (COED)	16.00
Fain College of Fine Arts (COFA)	20.00
Gunn College of Health Sciences and Human Services (COHSHS)	24.00
Prothro-Yeager College of Humanities and Social Sciences (COHSS) ...	14.00
McCoy College of Science, Mathematics, and Engineering (COSME)	20.00
MWSU Instructional Enhancement Fee	5.00

Differential Instructional Enhancement Fees

per hour charge:

Dental Hygiene courses	32.00
Engineering courses	9.00
Nursing courses	32.00
Music (AMUS & MUSC*) courses	16.00
*except MUSC 1033	

AMUS (Applied Music) Fee – flat rate of \$70.00 per course.

A fee of \$55.00 per credit hour will be added to all courses designated as distance learning.

The fixed rate designated tuition plan is valid for 16 consecutive semesters for new incoming students (and transfer students) enrolled for the first time in Fall 2019. *Example: For a student whose first semester of enrollment is Fall 2019, this plan will expire after the Summer 2023 semesters.* For a detailed description of the designated tuition fixed rate plans, please go to the *Business Office* website at <http://www.msutexas.edu/busoffice/tuition-and-fees/fixe-rate-groups>.

All student accounts are subject to audit. Any fees due after an audit is conducted are the responsibility of the student. Likewise, if a student has a reduction in charges after an audit is completed, the student will be refunded accordingly.



FINANCIAL INFORMATION CONTINUED

ESTIMATE OF COST PER SEMESTER

For new resident students taking 15 semester credit hours

State Tuition \$50/semester credit hour	\$ 750.00
Designated Tuition \$135.55/semester credit hour	2,033.25
Mandatory Fees	1,906.25
Instructional Enhancement Fees (estimated)	<u>300.00</u>
	\$4,989.50

Books (estimated) 750.00

Room and Board:

Check online for housing options and pricing:

<http://www.msutexas.edu/housing/rates>.

Students subject to non-resident tuition, or other tuition options from the chart on [page 9](#), should add the applicable fees to the above cost estimate to arrive at a total cost estimate for the semester or year.

OTHER FEES

Application Fees: Graduate.....	\$50.00
Undergraduate.....	40.00
Reactivation.....	10.00
Audit Fee	25.00
Installment Plan Fee	22.50
International Student Advisory Fee	50.00
Lab Fee.....	10.00
Late Application/Registration Fee	25.00
Loan Origination Fee (Loan Interest 1%)	22.50
Math NCBO (ALEKS) Lab Fee.....	150.00
Orientation Fee (1st time undergraduate/transfer student).....	75.00
Parking Permit (additional one)	25.00
Property Deposit (1st time undergraduate/graduate student)....	10.00
Reinstatement Fee.....	100.00
Remote Student Teaching Fee	500.00
Returned Check Fee.....	30.00
Student Health Insurance (Fall).....	TBA

Fees are subject to change in keeping with actions of the Texas State Legislature and/or the Midwestern State University Board of Regents.

SENATE BILL 1210

Effective **Fall 2014**, the Texas Legislature passed Senate Bill 1210 which requires Texas state exemption and/or waiver recipients to meet MSU's Financial Aid Satisfactory Academic Progress (SAP) requirements and for males to have met selective service registration requirements. These SAP requirements include:

- A cumulative grade point average (CGPA) for Undergraduate and 2nd Baccalaureate must be 2.0, Graduate must be 3.0, and Teacher Certification must be 2.5; AND
- if you are in Excess Hours status, you may not be eligible for some exemptions.

If your Cumulative GPA is not meeting the SAP requirement, as indicated above, and/or you have exceeded the excess hours rule, you will not be eligible to receive your exemption and/or waiver for the Fall 2019 semester.

SB 1210 Appeal form: <http://www.msutexas.edu/Assets/documents/busoffice/SAPAppeal.pdf>

TUITION FOR REPEATED COURSES

Following action by the 78th Texas Legislature, universities no longer receive formula funding for semester credit hours attempted by students who have enrolled in any course(s), other than non-degree-credit developmental course(s), containing the same content three or more times since the Fall semester 2002. The Texas Higher Education Coordinating Board has determined that the following types of coursework are exempt from this provision: courses that involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, theatre practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio art; independent study courses; and special topics and seminar courses. In accordance with Senate Bill 1782 certain exceptions may apply for students who had 50 semester credit hours successfully completed at an institution of higher education before a 24 month break in enrollment.

Students will be assessed an additional tuition charge of \$150 per semester credit hour for courses taken at MSU for the third (or more) time since Fall semester 2002.

TUITION FOR EXCESS HOURS BEYOND DEGREE REQUIREMENTS

The Texas Legislature established that universities will not receive funding for students entering higher education in Fall 1999 or later or who exceed 45 semester hours above the degree requirements. For students entering Fall 2006, this limit is 30 hours above the degree requirements. Effective Spring 2013, the Board of Regents has determined that MSU will assess an additional tuition charge of \$150 per semester credit hour for excess semester credit hours in which students enroll above these limits. To avoid being charged extra tuition, students should be aware of the number of credit hours required for their degree programs and avoid taking excess hours. Numerous drops, withdrawals, and changes of degree programs can also affect this status. In accordance with Senate Bill 1782 certain exceptions may apply for students who had 50 semester credit hours successfully completed at an institution of higher education before a 24 month break in enrollment.

ALL CHARGES ARE SUBJECT TO CORRECTION IF NECESSARY FOLLOWING AUDIT.

(Tuition and fees will be updated after the May 2019 Board of Regents meeting.)



FINANCIAL INFORMATION CONTINUED

PAYMENT FOR CHANGE OF SCHEDULE

All charges for classes added during the drop/add period following registration are due and payable to the Business Office at the time the class is added. Students will not receive a bill. **Failure to pay for added classes may result in all classes being voided if the total tuition and fees are not paid in full or if the student is not on a payment plan.** Students voided will be subject to late registration and reinstatement fees. **Additionally, unpaid balances from previous semesters that are not paid by 5:00 p.m., Monday, September 9, 2019, will result in Fall 2019 classes being voided.** Students claiming lack of knowledge of payment deadlines, not checking email, or not keeping updated email addresses will not be given special consideration.

SCHOLARSHIPS

A student who has been awarded an MSU scholarship will have the full amount of the scholarship applied as an account credit toward payment of tuition and fees AFTER the student has accepted the scholarship award in [WebWorld](#). If a scholarship has been awarded from an outside organization, MSU must receive the check before credit will be applied to the student account; otherwise, the student should be prepared to make the required payment at the time of registration and will be reimbursed when the scholarship check is received. If the scholarship is not available at registration, check with the person, program, or organization awarding the scholarship.

PAYMENT/BILLING INFORMATION

★ Students can make payments 24 hours a day, 7 days per week by logging into my.msutexas.edu and clicking on the Touchnet link. The Business Office encourages students to pay their accounts and print their receipts online. This is an immediate posting to the account and eliminates the need for standing in line.

<u>Term</u>	<u>Registration Period</u>	<u>E-Bill Sent</u>	<u>Payment Due*</u>
Fall	April 8 – May 9; May 16 – July 7; July 10 – August 11; August 15	Yes	August 23
Fall	August 16 – 23	No	August 23
Fall**	August 26 – 28	No	August 28

*Payment is due by these dates whether or not a student receives an e-Bill. It is the student's responsibility to have a valid email address on file.

**These are late registration dates.

Fees will not be waived for students who do not check their emails, do not have updated contact information, or claim they had no knowledge of payment dates.



FINANCIAL INFORMATION CONTINUED

FINANCIAL AID

A student who has been approved to receive grants, scholarships, and/or loans will have these funds electronically applied to tuition and fee expenses (and on-campus room and board, if applicable) AFTER the student has accepted the awards in [MSU's Portal](#).

Grants, scholarships, and/or student loans cannot be applied to a student's account any more than 10 days prior to the beginning of the first class day of the semester. If there are any "excess funds" after grants, scholarships, and/or loans have paid the University account, a refund will be issued by the **MSU Business Office**. STUDENTS ARE ENCOURAGED TO COMPLETE THE ACH (AUTOMATED CLEARING HOUSE) PROCESS, AVAILABLE BY LOGGING INTO my.msutexas.edu AND CLICKING ON THE TOUCHNET LINK, TO HAVE REFUNDS ELECTRONICALLY DEPOSITED INTO THEIR BANK ACCOUNTS. IF STUDENTS HAVE ALLOWED AMPLE TIME TO RECEIVE THEIR REFUNDS (AS DETAILED BELOW) BUT STILL HAVE NOT RECEIVED THE REFUND, PLEASE CONTACT THE MSU BUSINESS OFFICE AT bus.office@msutexas.edu or call 940-397-4101.

- Students registering during the University's **Early Registration** period can anticipate that refunds will be deposited into their bank accounts within 3-5 business days after Financial Aid is applied to their student accounts. All other refunds will be mailed.
- Students registering during the University's **Regular Registration** period can anticipate that refunds will be deposited into their bank accounts within 3-5 business days after Financial Aid is applied to their student accounts. All other refunds will be mailed.
- If grants and/or loans are approved and processed **AFTER the Regular Registration** period, the refunds will be deposited into their bank accounts within 3-5 business days after Financial Aid is applied to their student students. All other refunds will be mailed.

A student may be required to return all or a portion of a refund if withdrawing from the University, dropping a class(es), if administratively withdrawn, or if voluntarily ceasing attendance at ALL of classes during any of the following periods:

- On/before the official enrollment date (12th day for Fall semester).
- During the withdrawal refund period (see [page 15](#)).
- Prior to completing more than 60% of the enrollment period.

Also, adjustments may be made to grants and/or loans for students who are "Instructor Dropped" from class(es) or if it is deemed necessary for the University to cancel a class(es). Additionally, grants and/or loans will be totally cancelled for students who invalidate registration or never attend ANY of their classes.

Contact the Financial Aid Office at (940) 397-4214 or e-mail financial-aid@msutexas.edu for additional details.

IMPORTANT: If financial aid (grants, scholarships, and/or loans) does not pay the total account balance due in full, students **MUST** pay the balance in full, have an ETFL contract, or an Installment contract with one-third (1/3) of the total account balance paid by the due dates on [page 10](#) or registration will be voided. Students with balances from previous semesters must contact the Business Office at 940-397-4100. Students with classes voided for non-payment and/or no payment plans are subject to late registration and reinstatement fees. Information regarding MSU payment plans is available at <http://www.msutexas.edu/busoffice/paymentplans>. NOTE: Changing student status between undergraduate, graduate, or post-baccalaureate can affect eligibility for financial aid. It is the students' responsibility to check their aid eligibility before changing their statuses.

NOTE: Even if a student has applied the 1/3 payment to the account, as indicated above, the student **MUST** also complete the Installment contract online (<http://www.msutexas.edu/busoffice/paymentplans>) or the ETFL contract at the Business Office or classes will be voided.



VETERANS AFFAIRS, TUITION/RESIDENCY DETERMINATION, DROP LIMIT, AND TEXTBOOK LINK



VETERANS AFFAIRS



Students who intend to use VA Educational Benefits and/or the Hazlewood Act Exemption must contact the MSU VA Office (Hardin South, Room 100) each term to complete a Benefit Request Form. Students must provide all supporting documentation for the benefit for which they intend to use prior to requests being certified to the VA. Benefit Request Forms can be filled out in person in the MSU VA Office or online at <http://www.msutexas.edu/registrar/veterans>. Benefit Request Forms should be submitted after registering for classes and no later than three weeks prior to the start of the semester.

Students who are using VA benefits must contact the MSU VA Office if dropping, adding, or withdrawing from courses. Students who fail to notify the MSU VA Office of changes risk incurring substantial debts to the VA. Students receiving Chapter 30, 35, 1606, partial 33, and Hazlewood benefits should be aware that monthly VA payments will not be received prior to the start of the semester and should make financial arrangements with the business office to cover costs.

Questions may be addressed to the MSU Veterans Affairs Office at (940) 397-4305/4306 or veterans.affairs@msutexas.edu.

TUITION/RESIDENCY DETERMINATION

Tuition is assessed on the basis of in-state or out-of-state residency as determined by state law. Generally, an independent person or parents of dependent students must reside in Texas for one full year prior to the semester in which they are enrolling to establish residence for tuition purposes. **Military personnel, stationed in Texas, and their dependents are entitled to waivers of the out-of-state fees. A verification of active duty form must be presented to the Business Office for each semester of attendance.**

U.S. Non-Texas Residents and Oklahoma Tuition - The Texas Higher Education Coordinating Board authorized Midwestern State University to charge all U.S. non-Texas and non-Oklahoma residents the Texas in-state tuition rate, plus an additional \$65 per semester credit hour. Oklahoma residents are charged the Texas in-state rate, plus an additional \$30 per semester credit hour. Additionally, residents of Oklahoma counties that border on Texas may be charged in-state tuition without the extra \$30 per semester credit hour. These counties are: Beaver, Beckham, Bryan, Choctaw, Cimarron, Cotton, Ellis, Harmon, Jackson, Jefferson, Love, Marshall, McCurtain, Roger Mills, Texas, and Tillman.

Many waivers for special tuition rates must be placed after the student enrolls for classes, but usually this is within a 48-hour time period.

Residence reclassification requests or questions concerning eligibility for Texas residency status for undergraduate students should be directed to MSU Admissions at 940-397-4334 or 1-800-842-1922. Residence reclassification requests or questions concerning eligibility for Texas residency status for graduate students should be directed to the Graduate Admissions Office at 940-397-4920. Reclassification requests must be initiated by the students as residence status changes are not made automatically.

Registering under the proper residency classification is the responsibility of the student. Reclassification requests must be made prior to the 12th class day for the Fall semester (September 9, 2019) or students will be charged under the existing classification. It is to the student's advantage to resolve questions prior to registration to avoid delays and possible overpayment or underpayment of fees.

STATE LIMITATION ON DROPPED COURSES

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute applies to students who enroll in a public institution of higher education as first-time freshmen in Fall 2007 or later. Any course that a student drops is counted toward the six-course limit if: "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. In accordance with Senate Bill 1782 certain exceptions may apply for students who had 50 semester credit hours successfully completed at an institution of higher education before a 24 month break in enrollment.

Exemptions include the following:

1. Severe illness or debilitating condition preventing completion of course
2. Responsible for caring for a sick, injured, or needy person
3. Death of close family member
4. Active duty service in US Armed Forces or National Guard, or that of an immediate family member
5. Change in student's work schedule beyond control of student
6. Other good cause determined by the institution

TEXTBOOK LINK

For the convenience of students, a textbook link is being made available at: <http://msutexas.bkstr.com>



REGISTRATION FEE REFUNDS

PLEASE NOTE: There is a difference in official withdrawal refunds versus dropped course refunds as follows:

WITHDRAWAL REFUNDS:

Withdrawing = Dropping all courses.

Students officially withdrawing from all courses at the University are eligible for refunds of tuition and fees according to the following schedule:

FALL SEMESTER:

(Regular 16 week term and Part-of-Term A - first 8 weeks)

1. Prior to first class day..... 100%...before Aug. 24
2. During the first 5 class days 80%...through Aug. 29
3. During the second 5 class days 70%...through Sept. 5
4. During the third 5 class days..... 50%...through Sept. 11
5. During the fourth 5 class days..... 25%...through Sept. 17
6. After the fourth 5 class days..... 0%

(Part-of-Term B - second 8 week classes)

1. Prior to first class day..... 100%...before Oct. 19
2. During the first 3 class days 80%...through Oct. 22
3. During the second 3 class days 50%...through Oct. 25
6. After the third 3 class days..... 0%

Vehicle decals, installment plan fees, loan origination fees, and loan service charges are non-refundable.

Procedure: Students who decide not to remain enrolled must contact the Student Affairs office to *invalidate (delete)* their class schedules if it is *prior to the semester beginning* or to withdraw if it is after the semester has begun. That office is located in the Clark Student Center, Room 108, or call (940) 397-7500.

DROPPED COURSE REFUNDS:

Dropping = Dropping a course(s), but remaining enrolled in another course(s) for the same semester.

A student must drop a course within the first 12 class days of a regular semester to be eligible for a refund of applicable tuition and fees for the course dropped.

FALL SEMESTER:

(Regular 16 week term and Part-of-Term A - first 8 weeks)

1. April 8 – September 9, 2019100%
2. After September 9, 2019.....0%

(Part-of-Term B - second 8 week classes)

1. April 8 – October 25, 2019.....100%
2. After October 25, 20190%

Audit fees are refunded in accordance with the dropped course refund policy.

Procedure to drop class:

April 8 – August 28, 2019 (by day/time schedule on pages 2, 6, and 8):

Complete add/drop form with advisor and then **drop the class by web through WebWorld.**

Beginning August 29, 2019:

Pick up drop slip from the Office of the Registrar. Have it signed by the instructor, advisor, and Financial Aid, and then **bring it to the Registrar's Office** for entry. (Athletes must also have signature of compliance officer. International students must also have signature of the International Services Office.)

LAST DAY FOR "W" - 4:00 p.m. – Withdrawals/Drops after this date will receive grades of "F"

Regular Fall Semester (16 week classes)	October 28, 2019
Part-of-Term A (first 8 week classes).....	September 25, 2019
Part-of-Term B (second 8 week classes).....	November 20, 2019

NOTICE

REFUNDS OF TUITION AND FEES WILL BE MADE BY CHECK OR E-REFUND TO THE STUDENT. THIS POLICY WILL APPLY IN ALL CASES WHERE THE ORIGINAL SOURCE OF THE PAYMENT WAS FROM NON-UNIVERSITY FUNDS. TO RECEIVE AN E-REFUND, PLEASE LOG INTO my.msutexas.edu AND CLICK ON THE TOUCHNET LINK TO PROVIDE THE BANKING INFORMATION.



MISCELLANEOUS INFORMATION

SERVICES FOR STUDENTS WITH DISABILITIES

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities.

After notification of acceptance from MSU Texas, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to <http://www.msutexas.edu/student-life/disability>.

WRITING PROFICIENCY REQUIREMENT

Baccalaureate degree candidates at Midwestern State University must meet the Writing Proficiency Requirement either by passing the Writing Proficiency Examination or by taking ENGL 2113. The test must be taken **upon the completion of at least 60 hours and before completion of 90 hours** to avoid delay of graduation and/or a registration hold being set. Students **must successfully complete** the six hours of the Communication core requirement before attempting this examination.

The Writing Proficiency Office will offer students the option of taking the Writing Proficiency Exam in a computer lab; students who prefer to handwrite their exams will still be able to do so. Multiple sessions will be available the week of **September 24 – 28, 2019**; students will select a specific date, time, and format when they pay for the exam. The non-refundable \$25 test fee must be paid through the online payment system at <http://www.msutexas.edu/academics/wpr>. Students will bring the payment confirmation, a picture I.D., and a pen to the testing site.

Distance education students have the option to take an online proctored Writing Proficiency Exam September 16 – 19, 2019. Students must apply and be approved by our office to take the exam away from the Wichita Falls campus. Applications open on Monday, August 19, 2019.

The Writing Proficiency Examination and the ENGL 2113 Intermediate Composition & Grammar course are described at the Office of Writing Proficiency website: <http://www.msutexas.edu/academics/wpr>. The website also provides preparation materials. Call the Office of Writing Proficiency at (940) 397-4131 for additional information.

STUDENT AND GENERAL PUBLIC AUDIT OF A CLASS

Individuals desiring to audit a class which does not have a lab may do so with approval of the instructor and payment of a fee of \$25.00 per class. Audit approval cards are available at the College or department offices during registration. Laboratory, skills, and distance education/web technology courses are not available to auditors.

Senior citizens 65 years of age or older may audit most of the courses offered by MSU without the payment of a fee if space is available. In order to determine the “space availability,” permission to audit without a fee for senior citizens will be handled during late registration only. Proof of age is required for the fee waiver (driver’s license, voter registration, birth certificate, etc.).

Parking permit is required if vehicles are to be parked on campus streets and/or parking lots. MSU faculty and staff have separate audit policies. See MSU Policy 3.312.

Important: NO record is kept of audit classes, and no credit is earned. Click here for [more information](#).

CHANGE OF ADDRESS

Students whose name, home address, local college address, email address, or any other pertinent information changes after initial registration at Midwestern State University must notify the Office of the Registrar, the Business Office, Financial Aid Office, MSU Admissions, Dr. Billie Doris McAda Graduate School, and the Library. Student employees must also notify the Human Resources Office and the Payroll Office. International students must also notify the Office of International Services. **Note: Students may also change an address on the WebWorld site at <http://my.msutexas.edu>.**

MSU ALERT

MSU ALERT is an emergency notification system that gives Midwestern State University the ability to send urgent and emergency information quickly by email and/or text message. MSU ALERT subscribers will be able to receive urgent information from university officials. MSU ALERT is a free service to all MSU students, faculty, and staff. For more information, go to <http://www.msutexas.edu/msualert>.



MISCELLANEOUS INFORMATION CONTINUED

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Midwestern State University maintains educational records for each student who is or has been officially enrolled.

I. Areas in which student records are maintained:

- A. Academic Records - Registrar's Office
- B. Admissions Records – Admissions Office, Dr. Billie Doris McAda Graduate School, and Office of International Services
- C. Financial Records - Business Office
- D. Financial Aid Records - Financial Aid Office
- E. Graduate Studies Records – Dr. Billie Doris McAda Graduate School
- F. Placement Records - Career Management Center
- G. Progress Records - Faculty Offices and Academic Advising Offices
- H. Disciplinary Records – Office of Student Conduct
- I. Housing Records - Housing & Dining Services
- J. Athletics Records - Athletics Office
- K. Occasional Records - University staff person who maintains minutes of faculty or committee meetings or copies of correspondence.

II. Directory Information - This is information which may be released to the general public without the written consent of the student. A student may request that the Directory Information be withheld from the public by making a written request to the Office of the Registrar during the first 12 class days of a fall or spring semester or the first 4 class days of a summer term. This request will remain in effect the remainder of the academic year, and the request must be renewed each fall. The following items have been designated as Directory Information:

- | | |
|--|---|
| A. Name | H. Participation in Officially Recognized Activities and Sports |
| B. Date and Place of Birth | I. Weight and Height of Members of Athletic Teams |
| C. Current and Permanent Address | J. Dates of Attendance |
| D. Telephone Listing | K. Degrees and Awards Received |
| E. Major and Minor Fields of Study | L. All Previous Educational Agencies or Institutions Attended |
| F. Student Enrollment Status (full-time/part-time) | M. Photographs |
| G. Classification | |

III. Review of Record - Students who desire to review their record may do so upon written request of the appropriate record custodian. The Review Request Form must identify as precisely as possible the records to be reviewed.

IV. Challenge to Accuracy of Record-keeping - Students who desire to challenge the accuracy of their records shall follow the procedure outlined in the University catalog.

Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. There are certain exceptions to permit disclosure without consent. Students needing more information regarding these exceptions should contact the Office of the Registrar.

Students who desire to grant access to parents or third parties can [click here](#) to complete the form and submit to the Office of Student Affairs, Clark Student Center, room 108.

INTERNET AND INTERNET HYBRID COURSES

Internet and internet hybrid courses may be found in the schedule of classes within the appropriate department area. They are easily identified by having an X in the section number.

Instructions for internet courses can be found at www.msutexas.edu, then click on the Online Courses (D2L) link. A list of all internet courses for Fall 2019 can be found at <http://www.msutexas.edu/registrar/schedule/fall>.

International students on F-1 Visas may not be enrolled primarily in internet courses in any given semester. Students should consult the international advisor well in advance of each semester to ensure that they are compliant.

MSU OFF-CAMPUS SITES

MSU offers a limited number of courses in the DFW area at the [MSU Flower Mound](#) site. Click here for a list of [DFW related courses](#) for Fall 2019.



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