



# FALL 2023 Academic Calendar

EARLY REGISTRATION BEGINS.....	April 3, 2023
(TSI students* - see below for eligibility.)	
(See details and additional early registration dates & information on <a href="#">page 2</a> .)	
DEADLINE FOR FALL 2022 INTERNATIONAL STUDENT ADMISSION APPLICATION.....	June 1, 2023
DEADLINE FOR APPLICATION FOR ADMISSION AND ..... SUBMISSION OF CREDENTIALS	August 1, 2023
REGULAR REGISTRATION WEEK AND CHANGE OF SCHEDULE (See <a href="#">page 4</a> for details.) .....	August 21 – 25, 2023
<b>STUDENT PAYMENT DEADLINE (See <a href="#">Business Office</a> website for details.) .....</b>	<b>August 25, 2023</b>
CLASSES BEGIN .....	August 28, 2023
CHANGE OF SCHEDULE & LATE REGISTRATION (See <a href="#">page 5</a> for details.) .....	August 28 – 31, 2023
LABOR DAY HOLIDAY (No Classes) .....	September 4, 2023
<b>OFFICIAL ENROLLMENT DATE (12<sup>th</sup> day).....</b>	<b>September 11, 2023</b>
<b>★ PAYMENT DEADLINE TO PREVENT CLASSES FROM BEING VOIDED ★</b>	
<b>(Last day to drop a class with 100% refund; total withdrawals at 50%. See <a href="#">page 8</a>.)</b>	
LAST DAY FOR DECEMBER GRADUATES TO FILE APPLICATION.....	September 25, 2023
FOR GRADUATION (Office of the Registrar)	
LAST DAY FOR MAY GRADUATES TO FILE APPLICATION .....	October 2, 2023
FOR GRADUATION (Office of the Registrar)	
MID-SEMESTER.....	October 16 – 20, 2023
LAST DAY FOR “W,” 4:00 p.m. - Drops after this date will receive grades of “F.” .....	October 30, 2023
PRIORITY APPLICATION FOR ADMISSION DEADLINE – SPRING 2024 .....	November 1, 2023
THANKSGIVING HOLIDAY BEGINS, 10:00 p.m. ....	November 21, 2023
CLASSES RESUME .....	November 27, 2023
LAST DAY OF CLASSES .....	December 8, 2023
FINAL EXAMINATIONS.....	December 11 – 14, 2023
COMMENCEMENT.....	December 15, 2023

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

Classes Begin.....August 28, 2023  
 Last Day for “W”, 4:00 p.m..... September 27, 2023  
 Drops after this date will receive grades of “F.”  
 Last Day of Classes..... October 20, 2023

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

Classes Begin .....October 21, 2023  
 Last Day for “W”, 4:00 p.m. .... November 21, 2023  
 Drops after this date will receive grades of “F.”  
 Last Day of Classes .....December 8, 2023

\* 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 3](#) for more details.) **TSI students will be advised of their requirements by their academic advisors.**



# EARLY REGISTRATION begins April 3, 2023



## WEB REGISTRATION: FOR RE-ENROLLING STUDENTS

<https://login.msutexas.edu>

Students who were not enrolled in Spring or Summer 2023 must reapply for admission.

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 3 ..... All Letters  
Tuesday, April 4 ..... All Letters

### Re-enrolling Juniors – 60-89 hours:

Wednesday, April 5 ..... All Letters  
Thursday, April 6 ..... All Letters

### Re-enrolling Sophomores – 30-59 hours:

Friday, April 7 ..... All Letters  
Monday, April 10 ..... All Letters

### Re-enrolling Freshmen:

Tuesday, April 11 ..... All Letters  
Wednesday, April 12 ..... All Letters

## Additional Early Registration Dates:

**APRIL 13 – AUGUST 20, 2023**

ALL CLASSIFICATIONS

(See pages [4](#) and [5](#) for the Regular and Late Registration Schedules.)

**New Students:** See [Orientation](#) website for opportunities to take part in early registration beginning on April 13.

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

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

## WHO IS ELIGIBLE FOR EARLY REGISTRATION?

1. Students enrolled at MSU in Spring or Summer 2023.
2. Re-enrolling students (not enrolled Spring or Summer 2023) who have reactivated their files or submitted applications for fall by April 1, 2023. Contact [MSU Admissions](#).
3. New students who have been accepted for admission and cleared for registration. (New student early registration begins on April 13, 2023.)

**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 published deadlines. Contact the Graduate School for any questions regarding the application process.

## 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 <https://msutexas.edu/registrar/web>.

Students will be sent e-bills from the Business Office around August 18, 2023, and payment is due by 5:00 p.m., August 25, 2023. 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. See [Business Office](#) website for payment due date details.** Students voided will be subject to late registration and reinstatement fees.

**NOTE:** Credit card payments are not accepted over the telephone or at the Business Office counter. Payment is accepted by logging into <https://login.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. For drop/withdrawal refund dates and percentages, see [page 8](#).**



# 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. **Pre-Assessment Activity (PAA):** Students who must take the TSI Assessment (TSIA2) are first required to complete the online Pre-Assessment Activity. Before taking the PAA, make sure you know your TSI status and if you are required to test and for which sections. The PAA is seamlessly integrated into the Accuplacer Practice Application (Practice App). Students should go here <https://practice.accuplacer.org/login> to register for the Practice App and complete the PAA. You will receive a completion certificate when you have finished the PAA, that you will need to provide to your test administrator.

**Already taken the TSI or TSIA2 Assessment elsewhere?** Send an email with your full name, MSU ID number, and date of birth to [admissions@msutexas.edu](mailto:admissions@msutexas.edu) and we will search the online database for your scores. (NOTE: Do not email if you tested at Midwestern State University.)

\*TSI exemptions and additional information can be found at <https://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, 2023.

**SAT:** <https://msutexas.edu/testing/sat>

**ACT:** <https://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](#)
- [Foreign Language](#)
- [Mathematics](#)



# REGULAR REGISTRATION WEEK

Continued from [page 2](#). Register online at: <https://login.msutexas.edu>

**STUDENTS NOT ENROLLED IN SPRING OR SUMMER 2023 MUST APPLY FOR ADMISSION.**

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

## NEW AND RETURNING STUDENTS

**New undergraduate students must complete orientation.**  
See [Orientation](#) website for details.

**AUGUST 21 – 25, 2023**

All Classifications – All Letters:

Continuous registration from [page 2](#).  
Ends: Sunday, August 25, at 11:59 p.m.

Note: While web registration remains open, offices hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

**NOTE:** Students may register and/or change schedules as indicated above.  
Also see Late Registration schedule on next page.

## WHO IS ELIGIBLE FOR REGISTRATION?

1. Students enrolled at MSU in Spring or Summer 2023.
2. Re-enrolling students (not enrolled Spring or Summer 2023) who reactivate their files and submit applications for Fall by August 1, 2023. Contact [MSU Admissions](#).
3. New students who file applications for Fall by August 1, 2023, and have been accepted for admission. New undergraduate students are required to complete [orientation](#) and will register according to the schedule above.
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 published deadlines. Contact the Graduate School for any questions regarding the application process.

## 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 <https://msutexas.edu/registrar/web>.
3. **IMPORTANT** - Payment arrangements must be made with the Business Office by 5:00 p.m., August 25, 2022, regardless of whether an e-bill was received. (See Financial Information on [Business Office](#) website.) **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. See [Business Office](#) website for payment due date details.** 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.**  
For drop/withdrawal refund dates and percentages, see [page 8](#).



# CHANGE OF SCHEDULE AND LATE REGISTRATION/LATE ORIENTATION

**WEBWORLD AVAILABLE FOR CHANGE OF SCHEDULE & LATE REGISTRATION THROUGH AUGUST 31 ONLY!**  
(After that time only online DROP is available.)

## CHANGE OF SCHEDULE & LATE REGISTRATION

**AUGUST 28 – 31, 2023**

All Classifications – All Letters:

Continuous registration from [page 4](#).  
Ends: Thursday, August 31, at 5:00 p.m.

**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 the [Business Office website](#). To make payments online, log into [my.msutexas.edu](https://my.msutexas.edu) and click on the Touchnet link.**

### PROCEDURES FOR CHANGE OF SCHEDULE

#### **To Drop/Add August 28-31:**

1. 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.
2. Register or change schedule by web during the scheduled time.
3. 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 the [Business Office website](#).** 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. For drop/withdrawal refund dates and percentages, see [page 8](#).**

**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 the [Business Office website](#).**

### PROCEDURES FOR LATE REGISTRATION AND LATE ORIENTATION

1. A late registration fee of \$25.00 will be assessed.
2. New undergraduate students must complete orientation. See [Orientation](#) website for details. Documentation for [meningitis immunization](#) and TSI approved test scores must be on file unless TSI exempt (see [page 3](#)).
3. Must have validated MSU I.D. or acceptance letter.
4. Meet with advisor to receive advisor-approved schedule with approved courses. Advising department must clear advising hold.
5. Students can register online by using the web instructions at <https://msutexas.edu/registrar/web>.
6. 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 the [Business Office website](#).** Students voided are subject to late registration and reinstatement fees.



# REGISTRATION AND OTHER INFORMATION

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## IMPORTANT NOTES:

- **Pay all tuition and fees or make payment arrangements by logging into <https://login.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 registration periods.
  - 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.
  - To protect student privacy, Portal logins and WebWorld PIN numbers should not be released to any another person.
  - Auditing a course? Click here for [more information](#).
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## Concurrent Enrollment in Two Colleges or Universities

An official transcript of all concurrent coursework must be sent to MSU immediately upon completion. 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 Processing and Operations or Amanda Raines in the Office of the Registrar before enrolling in a Political Science or Government course.

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## 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 <https://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, 31, 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 should be addressed to the MSU Veterans Affairs Office at (940) 397-4305/4306 or [veterans.affairs@msutexas.edu](mailto:veterans.affairs@msutexas.edu).

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# REGISTRATION AND OTHER INFORMATION

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## 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

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## 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 Global Education Office in Bridwell Hall, Room 107.

**Note:** Students may also change an address on the WebWorld site at <https://login.msutexas.edu>.

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## 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 <https://msutexas.edu>, then click on the Online Courses (D2L) link. A list of all internet courses for Fall 2022 can be found at <https://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 Designated School Official (DSO) in the Global Education Office in Bridwell Hall, Room 107, or at [dso@msutexas.edu](mailto:dso@msutexas.edu), well in advance of each semester to ensure that they are compliant.

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## 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 2022.

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# 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. 28
2. During the first 5 class days ..... 80%... through Sept. 1
3. During the second 5 class days ..... 70%... through Sept. 8
4. During the third 5 class days..... 50%... through Sept. 14
5. During the fourth 5 class days..... 25%... through Sept. 20
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. 21
2. During the first 3 class days ..... 80%... through Oct. 24
3. During the second 3 class days ..... 50%... through Oct. 27
6. After the third 3 class days..... 0%

**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 Rights and Responsibilities 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 3 – September 11, 2023 ..... 100%
2. After September 11, 2023..... 0%

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

1. April 3 – October 27, 2023 ..... 100%
2. After October 27, 2023 ..... 0%

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

### **Procedure to drop class:**

April 3 – August 31, 2023 (by day/time schedule on pages 2, 4, and 5):

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

Beginning September 1, 2023:

Drop the course online through WebWorld after visiting with your instructor and/or advisor. (See additional [drop instructions](#) online for details.)

**Refunds will be given in accordance with dates and percentages listed above. Refund dates are published well in advance of the semester, and students cannot plea lack of knowledge of refund dates as a reason to request or receive a refund after the dates have passed.**

**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 30, 2023
Part-of-Term A (first 8 week classes).....	September 27, 2023
Part-of-Term B (second 8 week classes).....	November 21, 2023

**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 <http://login.msutexas.edu> AND CLICK ON THE TOUCHNET LINK TO PROVIDE THE BANKING INFORMATION.





# Family Educational Rights and Privacy Act (FERPA)

## 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/Immigration Records – Admissions Office, Processing and Operations Office, Dr. Billie Doris McAda Graduate School, and the Global Education Office
- 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 – Student Rights and Responsibilities Office
- 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 unless removed by the student. If the student leaves the university with it on, it remains on. 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.