



SPRING 2019 Academic Calendar

PRIORITY APPLICATION DATE FOR ADMISSION.....	November 1, 2018
EARLY REGISTRATION	November 1 – December 13, 2018 and December 20, 2018 – January 6, 2019
(TSI students* - see page 2 for eligibility.)	
(See details and additional early registration information on page 2 .)	
REGULAR DEADLINE FOR APPLICATION FOR ADMISSION AND	December 1, 2018
SUBMISSION OF CREDENTIALS for the regular Spring 2019 semester	
(Winter Mini-Term students should apply by December 1.)	
SAT TEST – National test dates require early registration	December 1, 2018
ACT TEST – National test dates require early registration	December 8, 2018
WINTER MINI-TERM SESSION – CLASSES BEGIN AND PAYMENT DEADLINE FOR MINI-TERM	December 17, 2018
(Winter Mini-Term students not enrolled at MSU Fall 2018, must apply for admission by December 1.)	
WINTER MINI-TERM SESSION – LAST DAY TO DROP WITH GRADE OF “W”, close of business.....	December 21, 2018
LAST DAY OF WINTER MINI-TERM SESSION	January 4, 2019
ACADEMIC READMISSION COMMITTEE	January 7 - 8, 2019
(By appointment only. Contact TASP Office. See page 3 .)	
REGISTRATION AND CHANGE OF SCHEDULE (See page 6 for details.).....	January 7 - 11, 2019
INTERNATIONAL STUDENT IMMIGRATION AND INSURANCE MEETING, 2:30 p.m.....	January 8, 2019
ORIENTATION (on-campus/in person), ADVISING, AND REGISTRATION FOR NEW	January 10, 2019
BEGINNING FRESHMEN AND TRANSFER STUDENTS (who have not completed the online orientation) (See detailed schedule on page 4 .)	
REGISTRATION CONTINUES FOR ALL STUDENTS	January 11, 2019
CLASSES BEGIN	January 12, 2019
CHANGE OF SCHEDULE & LATE REGISTRATION (See page 8 for details.)	January 14 - 16, 2019
MARTIN LUTHER KING’S BIRTHDAY OBSERVED (No Classes).....	January 21, 2019
STUDENT PAYMENT DEADLINE.....	(See pages 9-10 for details.)
OFFICIAL ENROLLMENT DATE (12th day).....	January 28, 2019
★ PAYMENT DEADLINE TO PREVENT CLASSES FROM BEING VOIDED ★	
LAST DAY FOR MAY GRADUATES TO FILE APPLICATION	February 18, 2019
FOR GRADUATION (Office of the Registrar)	
PRIORITY APPLICATION DATE FOR ADMISSION FOR FALL 2019	March 1, 2019
MID-SEMESTER	March 4 - 8, 2019
SPRING BREAK BEGINS, 5:00 p.m.	March 16, 2019
SUMMER AND FALL 2019 SCHEDULES OF CLASSES AVAILABLE ONLINE	mid-March, 2019
CLASSES RESUME.....	March 25, 2019
LAST DAY FOR “W,” 4:00 p.m. - Drops after this date will receive grades of “F.”	March 25, 2019
HOLIDAY BREAK BEGINS, 10:00 p.m.	April 17, 2019
CLASSES RESUME	April 22, 2019
APPLICATION DEADLINE FOR ADMISSION – SUMMER I 2019	May 1, 2019
LAST DAY OF CLASSES.....	May 3, 2019
FINAL EXAMINATIONS	May 4 - 9, 2019
COMMENCEMENT	May 11, 2019
APPLICATION DEADLINE FOR ADMISSION – SUMMER II 2019	June 1, 2019
APPLICATION DEADLINE FOR ADMISSION – FALL 2019.....	August 1, 2019

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

Classes BeginJanuary 12, 2019
 Last Day for “W”, 4:00 p.m. February 13, 2019
 Drops after this date will receive grades of “F.”
 Last Day of ClassesMarch 8, 2019

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

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

Classes BeginMarch 9, 2019
 Last Day for “W”, 4:00 p.m.April 17, 2019
 Drops after this date will receive grades of “F.”
 Last Day of Classes May 11, 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, or former Accuplacer, Asset, Compass, THEA, or 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

Nov. 1 – Dec. 13, 2018; Dec. 20, 2018 – Jan. 6, 2019



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

Students who were not enrolled in Fall 2018 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:

Thursday, November 1.....All Letters
Friday, November 2All Letters

Re-enrolling Juniors – 60-89 hours:

Monday, November 5.....All Letters
Tuesday, November 6.....All Letters

Re-enrolling Sophomores – 30-59 hours:

Wednesday, November 7.....All Letters
Thursday, November 8.....All Letters

Re-enrolling Freshmen:

Friday, November 9All Letters
Monday, November 12.....All Letters

New Students: See [page 4](#) for opportunities to take part in early registration beginning on Nov. 13.

Additional Early Registration Dates:

NOVEMBER 13 – DECEMBER 13, 2018
DECEMBER 20, 2018 – JANUARY 6, 2019

ALL CLASSIFICATIONS

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

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

WINTER MINI-TERM:

- A selection of internet courses will be taught in the Winter Mini-Term, December 17, 2018 – January 4, 2019. See [Course Listings](#).
- Students who register in **Winter Mini-Term** courses must pay for those courses no later than Monday, December 17, 2018 at 4:00 p.m.
- Students enrolling in the Winter Mini-Term are limited to a maximum of two courses.
- The Winter Mini-Term is intended for students with strong academic skills and self-discipline. Students who are on academic probation should not enroll in Winter Mini-Term courses.
- New or returning students who must apply or reapply for admission to the university must do so by December 1, 2018, and also email the Admissions Office at admissions@msutexas.edu. (Students enrolled at MSU Fall 2018, do not need to reapply.)

WHO IS ELIGIBLE FOR EARLY REGISTRATION?

1. Students enrolled at MSU in Fall 2018.
2. **Re-enrolling students (not enrolled Fall 2018) who have reactivated their files or submitted applications for spring by November 1, 2018. 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.

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 December 20, 2018, and payment is due by 5:00 p.m., January 11, 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 an installment contract or their registrations will be voided. Payment due dates are listed on [page 10](#).

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.

NOTE: Credit card payments are not accepted over the telephone or at the Business Office counter. Payment is accepted at www.msutexas.edu/onlinepayments.



ADMISSIONS INFORMATION

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

MSU ADMISSIONS – MSU students who were not enrolled in Fall 2018 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 (undergraduates) - <http://www.applytexas.org>
Hobson's Radius (graduates) - [Graduate School Application](#)

Applications available online until: December 8, 2018

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.

- APPLICATION:** Apply by the deadlines – **Priority Application Date – November 1, 2018; Regular Deadline – December 1, 2018.** (Winter Mini-Term students not enrolled at MSU Fall 2018, must apply for admission by December 1, and contact Admissions at admissions@msutexas.edu.)
Applications will not be accepted after the printed deadline without individual approval.
Late applicants must register during late registration with a \$25.00 late registration fee.
Contact MSU Admissions or apply online as listed above. Online applications will be available until December 8, 2018.
An application for admission will not be processed until the application fee has been received by MSU Admissions.
- 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.**
- TESTING REQUIREMENTS:** See [page 5](#).
- ORIENTATION:** All new undergraduate students are **required to attend orientation**. See [page 4](#) for details.
- Students must meet the [meningitis immunization requirement](#) prior to registration.
- Undergraduate students who have not received notification of acceptance by December 1, 2018, should contact MSU Admissions.
- 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

- Former students** not enrolled in Fall 2018 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 **December 1, 2018**. Contact MSU Admissions. Applications, reactivations, and associated fees for admission are non-transferable and non-refundable. (Winter Mini-Term students not enrolled at MSU Fall 2018, must apply for admission by December 1, and contact Admissions at admissions@msutexas.edu.)
★ **Students should reactivate their files and submit applications for admission by November 1, 2018, 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.
- 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.
- Students must meet the [meningitis immunization requirement](#) prior to registration.
- Undergraduate students who have not received notification of acceptance by December 1, 2018, should contact MSU Admissions.
- 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

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. Students seeking early reinstatement from first or second academic suspension need to contact the Tutoring and Academic Support Program (TASP) office to meet with the Academic Readmissions Committee on **January 7 - 8, 2019**. **No appeal for readmission will be granted after January 8.** Petition letters for Academic Readmissions Committee must be received by the TASP office no later than 5:00 p.m. on January 2, 2019. Refunds will be made in accordance with University policy.

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.



NEW STUDENT ORIENTATION

Student Transition Services (940) 397-4500

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 December 1, 2018, 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 attend orientation or register unless approved TSI test scores (TSI Assessment for new students; or Accuplacer, Asset, Compass, or THEA/TASP for former or transfer students from a Texas public college) are on file or proof of TSI exemption has been provided (see [page 5](#)). Additionally, students will not be allowed to register if they have not met the [meningitis immunization requirement](#).

EARLY ORIENTATION AND REGISTRATION (November 13 – December 13; December 20 – January 16)

All new beginning freshmen and transfer students for the Spring semester (not previously enrolled at MSU) are eligible to participate in this early orientation and registration program. Students will complete the mandatory online orientation module, contact their academic advisor, then register for classes. For more information and to begin the process, go here <http://msutexas.edu/more>.

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 sent to eligible students in October.

In conjunction with this, there will also be an optional Orientation Open House and Student Services Fair on Thursday, January 10, for students who want to visit the campus, find out more information about programs and resources, and take care of any other business.

SPRING 2019 ORIENTATION

Thursday, January 10, 2019

All undergraduate students – letters A-Z
Clark Student Center Atrium
9:00 a.m. (check-in at 8:30 a.m.)

The advising and registration process could last until 5:00 p.m.

Students will see an academic advisor and register for classes following their orientation session.

Students who complete the online orientation above are not required to attend one of these on-campus/in person orientation sessions.

NIGHT ORIENTATION: If unable to attend the day orientation session, students may attend night orientation.

DATE/PLACE: Thursday, January 10, 2019, Clark Student Center Atrium

TIME: Orientation – 5:30 p.m. - 6:30 p.m. (check-in at 5:00 p.m.)

ADVISING/REGISTRATION: Night orientation participants should plan to see their advisor on Thursday, January 10 between 1:00 - 5:00 p.m. or make an appointment.

Visit <http://msutexas.edu/more> for additional information.

Students **must** RSVP for orientation at <http://msutexas.edu/more> after being accepted for admission and completing their TSI and [meningitis immunization requirements](#).

ORIENTATION FOR NEW DISTANCE LEARNING STUDENTS

All new undergraduate students are required to attend an orientation session. For distance learning students who are in distance programs and will be taking distance education courses only, we provide an online orientation. (Students who are in on-campus programs, or will be taking courses on campus, need to attend one of the orientation sessions above.)

Website: <http://msutexas.edu/more>

Distance learning students must review the information and links provided on the distance learning orientation website and then complete the confirmation form before being allowed to enroll for classes. Students can access the form by entering a special passcode that is provided in the admission letter or by their academic advisor. Once the form is submitted, notification will be sent to Student Transition Services, and **the orientation hold can be cleared as early as November 13**. Students who will be coming to campus must meet the [meningitis immunization requirement](#).

NOTE: Students with questions regarding any of the new student orientation programs on this page should contact Student Transition Services at (940) 397-4500.



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 attend orientation or 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 orientation 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 December 1, 2018.

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, January 9, 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, January 8, 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, January 10, 2019, 10:00 a.m. - 11:00 a.m. (Bolin Hall, Room 101)

or Tuesday, January 15, 2019, 2:00 p.m. - 3:00 p.m. (Bolin Hall, Room 118)



REGULAR REGISTRATION – January 2019

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

STUDENTS NOT ENROLLED IN FALL 2018 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

JANUARY 7 - 9, 2019

**MONDAY, JANUARY 7, 2019 *through*
WEDNESDAY, JANUARY 9, 2019**

Re-enrolling All Classifications:

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

***New students must complete the online orientation**
(See [page 4](#).)

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 prior to registration. See [page 4](#).

JANUARY 10 - 11, 2019

THURSDAY, JANUARY 10, 2019

All Classifications:

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

FRIDAY, JANUARY 11, 2019

All Classifications continued:

- All Letters
- 5:00 p.m. Registration Closes

NOTE: Students may register and/or change schedules as indicated above.



REGISTRATION INFORMATION

WHO IS ELIGIBLE FOR REGISTRATION?

1. Students enrolled at MSU in Fall 2018.
2. Re-enrolling students (not enrolled Fall 2018) who reactivate their files and submit applications for spring by December 1, 2018. See [page 3](#). Contact MSU Admissions. (Winter Mini-Term students must reapply by December 1, and register by December 17, 2018.)
3. New students who file applications for spring by December 1, 2018, and have been accepted for admission. See [page 3](#). New undergraduate students are required to complete orientation (see [page 4](#)) and will register according to the schedule on [page 6](#). (Winter Mini-Term students must apply by December 1, and register by December 17, 2018.)
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., January 11, 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 an installment contract 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 going to www.msutexas.edu/onlinepayments.**
- 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 JANUARY 16 ONLY!

MONDAY, JANUARY 14, 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, JANUARY 15, 2019	DROP-ADD & LATE REGISTRATION
All Classifications: 8:00 a.m. 5:00 p.m.	A - Z Offices close Web Registration remains open
WEDNESDAY, JANUARY 16, 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 an installment contract or their registrations will be voided. Payment due dates are listed on [page 10](#). Go to www.msutexas.edu/onlinepayments to make payments online!

PROCEDURES FOR CHANGE OF SCHEDULE

To Drop/Add January 14 - 16:

- 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 an installment contract 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.

PROCEDURES FOR LATE REGISTRATION AND LATE ORIENTATION

- A late registration fee of \$25.00 will be assessed.
- New undergraduate students complete the online orientation (see [page 4](#)) or must report to the Clark Student Center Atrium on Tuesday, January 15, between 8:30 – 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://msutexas.edu/more>.
- 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 an installment contract or their registrations will be voided. Payment due dates are listed on [page 10](#).** Students voided are subject to late registration and reinstatement fees.

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



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.

	TUITION & FEES FOR SPRING 2019				
	Semester Credit Hours	Texas Resident	U.S. Non-Texas Resident*	Non-Resident	
<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	4,509.75	5,484.75	10,734.75	<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, parking permit, 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	4,246.10	5,156.10	10,056.10	
	13	3,976.20	4,821.20	9,371.20	
	12	3,693.80	4,473.80	8,673.80	
	11	3,401.40	4,116.40	7,966.40	
	10	3,109.00	3,759.00	7,259.00	
	9	2,816.60	3,401.60	6,551.60	
	8	2,524.20	3,044.20	5,844.20	
	7	2,231.80	2,686.80	5,136.80	
	6	1,939.40	2,329.40	4,429.40	
	5	1,647.00	1,972.00	3,722.00	
	4	1,354.60	1,614.60	3,014.60	
	3	1,062.20	1,257.20	2,307.20	
	2	769.80	899.80	1,599.80	
	1	477.40	542.40	892.40	
	Please visit the Business Office for detailed information http://www.msutexas.edu/busoffice/				

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 Winter Mini registration is due:	Monday, December 17, 2018
Payment for Spring early/regular registration is due:	Friday, January 11, 2019
Payment for Spring late registration is due:	Wednesday, January 16, 2019

12th class day (official enrollment) void day for the Spring Semester is Monday, January 28, 2019. If payment is not received by this date, classes will be voided. For the Winter Mini term, that deadline is Monday, December 17, 2018.

- MSU tuition and fees may be paid by web check or credit/debit card at www.msutexas.edu/onlinepayments.
- 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.**
- 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, January 11, 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.
 - One-third (1/3) payment of total charges due by Friday, January 11, 2019, for students who early registered or at the time of registration during regular and late registration.
 - One-third (1/3) on or before 4:30 p.m., Wednesday, February 13, 2019.
 - One-third (1/3) on or before 4:30 p.m., Wednesday, March 27, 2019.
- 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 February 13, 2019 and March 27, 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 February and March 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 Spring 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 Spring 2019. *Example: For a student whose first semester of enrollment is Spring 2019, this plan will expire after the Fall 2022 semester.* 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>.



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 \$133.00/semester credit hour	1,995.00
Mandatory Fees	1,764.75
Instructional Enhancement Fees (estimated)	300.00
Parking Permit	110.00
	\$4,919.75

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 (second decal \$25.00)	*110.00
*If a decal was purchased for Fall, one is not needed for Spring.	
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 (Spring/Summer).....	1,193.00

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

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.

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 Spring 2019 semester.

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.



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, January 28, 2019, will result in Spring 2019 classes being voided. (Winter Mini-Term courses must be paid for by December 17, 2018, at 4:00 p.m., or classes will be 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

★ Our website www.msutexas.edu/onlinepayments is available for payments 24 hours a day, 7 days per week. 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>
Winter Mini-Term	November 1 – December 13, 2018	No	December 17
Winter Mini-Term	December 17, 2018	No	December 17
Spring	November 1 – December 13, 2018	Yes	January 11
Spring	December 20, 2018 – January 11, 2019	No	January 11
Spring**	January 14 – 16, 2019	No	January 16

*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 AT www.msutexas.edu/onlinepayments, 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 Spring 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, AND DROP LIMIT



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 using Chapter 30, 35, 1606, and partial 33 benefits should be aware that monthly VA payments may not be received prior to the start of the semester and should make financial arrangements to cover costs.

Questions may be addressed to the MSU Veterans Affairs Office at (940) 397-4505/4306 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 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 Spring semester (January 28, 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



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:

SPRING SEMESTER:

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

1. Prior to first class day..... 100%...before Jan. 12
2. During the first 5 class days 80%...through Jan. 17
3. During the second 5 class days 70%...through Jan. 24
4. During the third 5 class days..... 50%...through Jan. 30
5. During the fourth 5 class days..... 25%...through Feb. 5
6. After the fourth 5 class days..... 0%

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

1. Prior to first class day..... 100%...before Mar. 9
2. During the first 3 class days 80%...through Mar. 12
3. During the second 3 class days 50%...through Mar. 15
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.

SPRING SEMESTER:

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

1. November 1, 2018 – January 28, 2019.....100%
2. After January 28, 20190%

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

1. November 1, 2018 – March 15, 2019100%
2. After March 15, 20190%

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

Procedure to drop class:

November 1, 2018 – January 16, 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.**

January 17 – March 25, 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.) Courses dropped after January 28, 2019, will not be eligible for refunds.

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

Regular Spring Semester (16 week classes).....	March 25, 2019
Part-of-Term A (first 8 week classes).....	February 13, 2019
Part-of-Term B (second 8 week classes).....	April 17, 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 ON TO www.msutexas.edu/onlinepayments 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, 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 **February 26 – March 2, 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 February 18 – 21, 2019. Students must apply and be approved by our office to take the exam away from the Wichita Falls campus.

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 COURSES

Internet 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 Spring 2019 can be found at <http://www.msutexas.edu/registrar/schedule/spring>.

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 and at the [MSU Flower Mound site](#). Click here for a list of [DFW related courses](#) for Spring 2019.



WINTER MINI-TERM, TEXTBOOK LINK, AND INDEX

WINTER MINI-TERM SESSION

- A selection of internet courses will be taught in the Winter Mini-Term, Dec. 17, 2018 – Jan. 4, 2019. See [Course Listings](#).
- Students who register in the **Winter Mini-Term** must pay for those courses no later than Monday, Dec. 17, 2018 at 4:00 p.m.
- Students enrolling in the Winter Mini-Term are limited to a maximum of two courses.
- The Winter Mini-Term is intended for students with strong academic skills and self-discipline. Students who are on academic probation should not enroll in Winter Mini-Term courses.
- New or returning students who must apply or reapply for admission to the university must do so by December 1, 2018, and also email the Admissions Office at admissions@msutexas.edu. (Students enrolled at MSU Fall 2018, do not need to reapply.)

TEXTBOOK LINK

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

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