SPRING 2024
Academic Calendar

PRIORITY APPLICATION DATE FOR ADMISSION .................................................... November 1, 2023
EARLY REGISTRATION BEGINS ............................................................................. November 6, 2023
  (TSI students* - see below for eligibility.)
  (See details and additional early registration dates & information on page 2.)
REGULAR DEADLINE FOR APPLICATION FOR ADMISSION AND ...................... December 1, 2023
  SUBMISSION OF CREDENTIALS for the regular Spring 2024 semester
  (Winter Mini-Term students should also apply by December 1.)
WINTER MINI-TERM SESSION – CLASSES BEGIN AND PAYMENT DEADLINE FOR MINI-TERM... December 18, 2023
  (Winter Mini-Term students not enrolled at MSU Fall 2023, must apply for admission by December 1.)
WINTER MINI-TERM SESSION – LAST DAY TO DROP WITH GRADE OF "W", close of business .... December 27, 2023
LAST DAY OF WINTER MINI-TERM SESSION ....................................................... January 5, 2024
REGULAR REGISTRATION WEEK AND CHANGE OF SCHEDULE (See page 4 for details.) ........ January 8 - 12, 2024
STUDENT PAYMENT DEADLINE (See Business Office website for details.).......................... January 12, 2024
MARTIN LUTHER KING’S BIRTHDAY OBSERVED (No Classes) ...................... January 15, 2024
CLASSES BEGIN ................................................................................................ January 16, 2024
CHANGE OF SCHEDULE & LATE REGISTRATION (See page 5 for details.) ................ January 16 - 19, 2024
OFFICIAL ENROLLMENT DATE (12th day) ......................................................... January 29, 2024

★ PAYMENT DEADLINE TO PREVENT CLASSES FROM BEING VOIDED ★
  (Last day to drop a class with 100% refund; total withdrawals at 50%. See page 8.)
LAST DAY FOR MAY GRADUATES TO FILE APPLICATION .............................. February 12, 2024
  FOR GRADUATION (Office of the Registrar)
PRIORITY APPLICATION FOR ADMISSION DEADLINE – FALL 2024 .................... March 1, 2024
MID-SEMESTER .................................................................................................. March 4 - 8, 2024
SPRING BREAK BEGINS, 5:00 p.m. .................................................................. March 8, 2024
CLASSES RESUME ............................................................................................. March 18, 2024
SUMMER AND FALL 2024 SCHEDULES OF CLASSES AVAILABLE ONLINE ........ mid-March, 2024
HOLIDAY BREAK BEGINS, 10:00 p.m. .............................................................. March 27, 2024
CLASSES RESUME ............................................................................................. April 1, 2024
LAST DAY FOR "W" for Spring 2024 Long and Part of Term B - 4:00 p.m. (Grade of “F” after deadline) .... April 24, 2024
APPLICATION DEADLINE FOR ADMISSION – SUMMER I 2024 ....................... May 1, 2024
LAST DAY OF CLASSES ..................................................................................... May 3, 2024
FINAL EXAMINATIONS ..................................................................................... May 4 - 9, 2024
COMMENCEMENT ............................................................................................. May 11, 2024
APPLICATION DEADLINE FOR ADMISSION – SUMMER II 2024 ....................... June 1, 2024
APPLICATION DEADLINE FOR ADMISSION – FALL 2024 ............................... August 1, 2024

Part of Term A (first 8 week classes):
Classes Begin ........................................... January 16, 2024
Last Day for "W", 4:00 p.m.............. February 28, 2024
Drops after this date will receive grades of "F."
Last Day of Classes ......................... March 8, 2024

Part of Term B (second 8 week classes):
Classes Begin ........................................... March 9, 2024
Last Day for "W", 4:00 p.m.............. April 24, 2024
Drops after this date will receive grades of "F."
Last Day of Classes ......................... May 11, 2024

* TSI Students: This term, used throughout this publication, is referring to students who have failed a section(s) of the TSI Assessment (or 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 November 6, 2023

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**WEB REGISTRATION: FOR RE-ENROLLING STUDENTS**

[https://login.msutexas.edu](https://login.msutexas.edu)

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

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<table>
<thead>
<tr>
<th>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.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Re-enrolling Graduates, Post-Baccalaureates, Seniors, and Honors – 90+ hours:</strong></td>
</tr>
<tr>
<td>Monday, November 6 ................................. All Letters</td>
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<td>Tuesday, November 7 ................................. All Letters</td>
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<td><strong>Re-enrolling Juniors – 60-89 hours:</strong></td>
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<td>Wednesday, November 8 ............................... All Letters</td>
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<tr>
<td>Thursday, November 9 ................................. All Letters</td>
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<tr>
<td><strong>Re-enrolling Sophomore – 30-59 hours:</strong></td>
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<td>Friday, November 10 ................................. All Letters</td>
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<tr>
<td>Monday, November 13 ................................. All Letters</td>
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<tr>
<td><strong>Re-enrolling Freshmen:</strong></td>
</tr>
<tr>
<td>Tuesday, November 14 ............................... All Letters</td>
</tr>
<tr>
<td>Wednesday, November 15 ............................ All Letters</td>
</tr>
</tbody>
</table>

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

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**Additional Early Registration Dates:**

NOVEMBER 16, 2023 – DECEMBER 30, 2023

ALL CLASSIFICATIONS

(See pages 4 & 5 for the Regular/Late Registration Schedules.)

**New Students:** See [Orientation](#) website for opportunities to take part in early registration beginning on November 16.

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**WINTER MINI-TERM:**

- A selection of internet courses will be taught in the Winter Mini-Term, December 18 – January 5, 2024.
- Students who register in Winter Mini-Term courses must pay for those courses no later than Monday, December 18, 2023 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, 2023, and also email the Admissions Office at admissions@msutexas.edu. (Students enrolled at MSU Fall 2023, do not need to reapply.)

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**WHO IS ELIGIBLE FOR EARLY REGISTRATION?**

1. Students enrolled at MSU in Fall 2023.
2. Re-enrolling students (not enrolled Fall 2023) who have reactivated their files or submitted applications for spring by November 1, 2023. Contact [MSU Admissions](#).
3. New students who have been accepted for admission and cleared for registration. (New student early registration begins on November 16, 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.

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**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](https://msutexas.edu/registrar/web).

Students will be sent e-bills from the Business Office around December 20, 2023, and payment is due by 5:00 p.m., January 12, 2024. 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](https://login.msutexas.edu) and clicking on the Touchnet link.

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**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.**
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 (TSI/A2) 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 Assessment? Send an email with your full name, MSU ID number, and date of birth to admissions@msutexas.edu and we will search the online database for your scores.

*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 December 1, 2023.

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
Continued from page 2. Register online at: https://login.msutexas.edu

STUDENTS NOT ENROLLED IN FALL 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.

JANUARY 2 – 15, 2024

All Classifications – All Letters:
Continuous registration from page 2.
Ends: Monday, January 15, 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 ELIGIBILE FOR REGISTRATION?
1. Students enrolled at MSU in Fall 2023.
2. Re-enrolling students (not enrolled Fall 2023) who reactivate their files and submit applications for Spring by December 1, 2023. Contact MSU Admissions.
3. New students who file applications for Spring by December 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., January 12, 2023, 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. Payment due dates are listed on the Business Office website. 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 JANUARY 20 ONLY!
(After that time only online DROP is available.)

CHANGE OF SCHEDULE & LATE REGISTRATION

JANUARY 16 – 19, 2024

All Classifications – All Letters:
Continuous registration from page 4.
Ends: Friday, January 19, 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 https://login.msutexas.edu and click on the Touchnet link.

PROCEDURES FOR CHANGE OF SCHEDULE
To Drop/Add January 16 - 19:
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.

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.

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.

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.
REGISTRATION AND OTHER INFORMATION

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.

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 https://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 Amanda Raines in the Office of the Registrar before enrolling in a Political Science or Government course.

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, 35, 1606, partial 33, and Hazlewood benefits should be aware that monthly VA payments will not be received prior to the start of the semester and should make financial arrangements with the business office to cover costs.

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

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

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.

INTERNET AND INTERNET HYBRID COURSES

Internet and internet hybrid courses may be found in the schedule of classes within the appropriate department area. Purely online courses will be designated with the X in the section. Internet-hybrid courses will begin with Y, such as Y21 for a Spring course. Cross-listed synchronous Zoom course sections will begin with Z, such as Z21 for a Spring course.

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 Spring 2024 can be found at https://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 Designated School Official (DSO) in the Global Education Office in Bridwell Hall, Room 107, or at dso@msutexas.edu, well in advance of each semester to ensure that they are compliant.

MSU OFF-CAMPUS SITES

MSU offers a limited number of courses in the DFW area at the MSU Flower Mound site. Click here for a list of DFW related courses for Spring 2024.
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. 16
2. During the first 5 class days ........... 80%...through Jan. 20
3. During the second 5 class days ....... 70%...through Jan. 26
4. During the third 5 class days......... 50%...through Feb. 1
5. During the fourth 5 class days....... 25%...through Feb. 7
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. 19
3. During the second 3 class days..... 50%...through Mar. 22
4. 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.

SPRING SEMESTER:
(Regular 16 week term and Part-of-Term A - first 8 weeks)
1. November 6, 2023 – January 29, 2024..........100%
2. After January 29, 2024.............................0%

(Part-of-Term B - second 8 week classes)
1. November 6, 2023 – March 22, 2024..........100%
2. After March 22, 2024.............................0%

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

Procedure to drop class:

November 6, 2023 – January 29, 2024 (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 January 30, 2024:
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”

Winter Mini Term (3 week classes).................................................................December 27, 2023
Regular Spring Term (16 week classes).........................................................April 24, 2024
Part-of-Term A (first 8 week classes)..............................................................February 28, 2024
Part-of-Term B (second 8 week classes).........................................................April 24, 2024

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 https://login.msutexas.edu AND CLICK ON THE TOUCHNET LINK TO PROVIDE THE BANKING INFORMATION.
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
   B. Date and Place of Birth
   C. Current and Permanent Address
   D. Telephone Listing
   E. Major and Minor Fields of Study
   F. Student Enrollment Status (full-time/part-time)
   G. Classification
   H. Participation in Officially Recognized Activities and Sports
   I. Weight and Height of Members of Athletic Teams
   J. Dates of Attendance
   K. Degrees and Awards Received
   L. All Previous Educational Agencies or Institutions Attended
   M. Photographs

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.