PRIORIT APPLICATION DATE FOR ADMISSION: November 1, 2015
EARLY REGISTRATION (Re-enrolling Students): October 28 - December 10, 2015
(TSI students - see page 2 for eligibility.)
(See details and additional early registration information on page 2.)
SAT TEST – National test dates require early registration: December 5, 2015
ACT TEST – National test dates require early registration: December 12, 2015
REGULAR DEADLINE FOR APPLICATION FOR ADMISSION AND SUBMISSION OF CREDENTIALS: December 15, 2015
(Winter Mini-Term students should apply by December 1.)
WINTER MINI-TERM SESSION – CLASSES BEGIN AND PAYMENT DEADLINE FOR MINI-TERM: December 14, 2015
(Winter Mini-Term students not enrolled at MSU Fall 2015, must apply for admission by December 1.)
WINTER MINI-TERM SESSION – LAST DAY TO DROP WITH GRADE OF "W": December 18, 2015
ACADEMIC READMISSION COMMITTEE: January 6 - 7, 2016
(By appointment only. Contact MSU Admissions. See page 3.)
LAST DAY OF WINTER MINI-TERM SESSION: January 8, 2016
REGISTRATION AND CHANGE OF SCHEDULE FOR FORMER AND CONTINUING STUDENTS: January 11 - 13, 2016
STUDENTS AND ALL GRADUATE STUDENTS (See page 6 for details.)
INTERNATIONAL STUDENT IMMIGRATION AND INSURANCE MEETING, 1:30 p.m. January 12, 2016
ORIENTATION, ADVISING, AND REGISTRATION FOR NEW BEGINNING FRESHMEN AND TRANSFER STUDENTS (See detailed schedule on page 4.)
REGISTRATION CONTINUES FOR SPRING 2016: January 15, 2016
CLASSES BEGIN: January 16, 2016
MARTIN LUTHER KING’S BIRTHDAY OBSERVED (No Classes): January 18, 2016
CHANGE OF SCHEDULE & LATE REGISTRATION (See page 8 for details.): January 19 - 21, 2016
STUDENT PAYMENT DEADLINE: (See page 9 for details.) February 1, 2016
OFFICIAL ENROLLMENT DATE (12th day): February 15, 2016

PAYMENT DEADLINE TO PREVENT CLASSES FROM BEING VOIED:
LAST DAY FOR MAY GRADUATES TO FILE APPLICATION: February 15, 2016
FOR GRADUATION (Office of the Registrar)
PRIORIT APPLICATION DATE FOR ADMISSION FOR FALL 2016: March 1, 2016
MID-SEMESTER: March 7 - 11, 2016
SPRING BREAK BEGINS, 5:00 p.m.: March 19, 2016
HOLIDAY BREAK: March 28 - 29, 2016
CLASSES RESUME: March 30, 2016
LAST DAY FOR "W": April 2, 2016 - Drops after this date will receive grades of "F." March 30, 2016
PRIORIT APPLICATION DATE FOR ADMISSION – SUMMER I 2016: May 1, 2016
LAST DAY OF CLASSES: May 6, 2016
FINAL EXAMINATIONS: May 7 - 12, 2016
COMMENCEMENT: May 14, 2016
APPLICATION DEADLINES:
REGULAR DEADLINE FOR SUMMER I 2016: May 15, 2016
PRIORIT DATE FOR SUMMER I 2016: June 1, 2016
REGULAR DEADLINE FOR SUMMER II 2016: June 15, 2016
PRIORIT DATE FOR FALL 2016 (see above – March 1, 2016)

ESTIMATE OF COSTS AND REGISTRATION FEE REFUND SCHEDULE ON PAGES 9-15.

* TSI Students: This term, used throughout this publication, is referring to students who have failed a section(s) of the TSI Assessment, Accuplacer, Asset, Compass, THEA, or former TASP tests and are still fulfilling the requirements of the Texas Success Initiative. (See page 5 for more details.) TSI students will register in the Academic Success Center (McCullough Hall).
# Returning Students - Early Registration

**October 28 – December 10, 2015**

**Web Registration:**

- **FOR RE-ENROLLING STUDENTS**
  - [http://my.mwsu.edu](http://my.mwsu.edu)
  - Web Registration: Available 24 hours on the days listed below. May have occasional down-time for system maintenance.

**Additional Early Registration Dates:**

- **November 7 – December 10, 2015**
- **December 17, 2015 – January 10, 2016**

**ALL CLASSIFICATIONS.**

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

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

**TSI students** must register in person in the Academic Success Center (McCullough Hall), 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m., following the same classification schedule.

## Winter Mini-Term:

- A selection of internet courses will be taught in the Winter Mini-Term, December 14, 2015 – January 8, 2016. See [Course Listings](#).
- Students who register in Winter Mini-Term courses must pay for those courses no later than Monday, December 14, 2015 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, 2015, and also email the Admissions Office at [admissions@mwsu.edu](mailto:admissions@mwsu.edu). (Students enrolled at MSU Fall 2015, do not need to reapply.)

## Returning Students

**Early Registration**

- 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.)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Days of Early Registration</th>
<th>All Letters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-enrolling Graduates, Post-Baccalaureates, Seniors, and Honors – 90+ hours</td>
<td>Wednesday, October 28</td>
<td>All Letters</td>
</tr>
<tr>
<td></td>
<td>Thursday, October 29</td>
<td>All Letters</td>
</tr>
<tr>
<td>Re-enrolling Juniors – 60-89 hours</td>
<td>Friday, October 30</td>
<td>All Letters</td>
</tr>
<tr>
<td></td>
<td>Monday, November 2</td>
<td>All Letters</td>
</tr>
<tr>
<td>Re-enrolling Sophomores – 30-59 hours</td>
<td>Tuesday, November 3</td>
<td>All Letters</td>
</tr>
<tr>
<td></td>
<td>Wednesday, November 4</td>
<td>All Letters</td>
</tr>
<tr>
<td>Re-enrolling Freshmen</td>
<td>Thursday, November 5</td>
<td>All Letters</td>
</tr>
<tr>
<td></td>
<td>Friday, November 6</td>
<td>All Letters</td>
</tr>
</tbody>
</table>

## Graduating Seniors

Students who are not paid in full, or do not have an installment contract with one-third (1/3) of total balance paid, or do not have an ETFL contract by 5:00 p.m., Monday, February 1, 2016, will have their classes voided. (Winter Mini-Term courses must be paid for by December 14, 2015, at 4:00 p.m., or classes will be voided.)

**Bacterial Meningitis Information**

**WHO IS ELIGIBLE FOR EARLY REGISTRATION?**

1. Students enrolled at MSU in Fall 2015.
2. Re-enrolling students (not enrolled Fall 2015) who have reactivated their files or submitted applications for spring by November 1, 2015. Contact MSU Admissions.
3. Re-enrolling students who had to reapply must meet the meningitis immunization requirement.

**TSI Students** must enroll in required developmental course(s), but can later change schedule if TSI status changes. **Note:** TSI students must register in person at the Academic Success Center (McCullough Hall).

**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 ($35) 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.

**Web Registration:**

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

**NOTE:** Credit card payments are not accepted over the telephone or at the Business Office counter. Payment is accepted at [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments).
NEW MSU STUDENTS

ADMISSION PROCEDURES - Application Fee: $25.00 – Undergraduates; $35.00 – Graduates
Applications and application fees for admission are non-transferable and non-refundable.

1. APPLICATION: Apply by the deadlines – Priority Application Date – November 1, 2015; Regular Deadline – December 15, 2015. (Winter Mini-Term students not enrolled at MSU Fall 2015, must apply for admission by December 1, and contact Admissions at admissions@mwsu.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 at http://www.applytexas.org. Online applications will be available until December 22, 2015.
An application for admission will not be processed until the application fee has been received by MSU Admissions.

2. TRANSCRIPTS: All official transcripts must come directly from the issuing institutions. Student-mailed or hand-carried copies are not considered official.
   • Beginning freshmen must submit official high school transcripts.
   • Transfers with fewer than 18 non-developmental semester hours earned must submit official high school transcripts plus all official college transcripts.
   • Transfers with 18 non-developmental semester hours or more earned must submit all official college transcripts.
   • Master's degree seeking, post-baccalaureate, and teacher certification students must submit all official college transcripts.
     (Graduate students should contact the Dr. Billie Doris McAda Graduate School at 940-397-4920, if they have questions.)
   • Transcripts and other credentials needed to render an admission decision must be received prior to regular registration dates (page 6), or the student may have to attend late registration (page 8). A late registration fee will be assessed at the time of registration.

3. TESTING REQUIREMENTS: See page 5.
4. ORIENTATION: All new undergraduate students are required to attend an orientation session prior to registration. See page 4 for details.
5. Students must meet the meningitis immunization requirement prior to registration.
6. Undergraduate students who have not received notification of acceptance by December 15, 2015, should contact MSU Admissions.
7. Graduate students should contact the Dr. Billie Doris McAda Graduate School at 940-397-4920, if they have questions.

All Students - For residency classification information, see page 14.

RE-ENROLLING STUDENTS

1. Former students not enrolled in Fall 2015 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 15, 2015. 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 2015, must apply for admission by December 1, and contact Admissions at admissions@mwsu.edu.)
   ★ Students should reactivate their files and submit applications for admission by November 1, 2015, to be considered for readmission and to be eligible to go through early registration. See page 2 for details. ★

An application or reactivation will not be processed until the $10 matriculation fee has been received by MSU Admissions.

2. Official transcripts are required from any school attended since last enrollment at MSU and must meet transfer admission criteria.
   • Transcripts and other credentials needed to render an admission decision must be received prior to regular registration dates (page 6), or the student will have to attend late registration (page 8). A late registration fee will be assessed at the time of registration.

3. Students must meet the meningitis immunization requirement prior to registration.
4. Undergraduate students who have not received notification of acceptance by December 15, 2015, should contact MSU Admissions.
5. Graduate students should contact the Dr. Billie Doris McAda Graduate School at 940-397-4920, if they have questions.

RE-ENROLLING STUDENTS WITH ACADEMIC DEFICIENCIES

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 MSU Admissions to meet with the Academic Readmissions Committee on January 6-7, 2016. No appeal for readmission will be granted after January 7. Petition letters for Academic Readmissions Committee must be received by MSU Admissions no later than noon January 4. Refunds will be made in accordance with University policy.

Students with questions about their academic status should refer to the catalog or contact MSU Admissions at (940) 397-4334 or 1-800-842-1922 for an appointment to discuss further questions about academic status.
NEW STUDENT ORIENTATION & ADVISEMENT
(Undergraduates Only)

ORIENTATION/ADVICE/MENT: 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 15, 2015, should contact MSU Admissions at (940) 397-4334 or (800) 842-1922.

Students should make arrangements to attend the entire day of orientation in order to complete the advising and registration process. 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/REGISTRATION
(November 7 – December 10; December 17 – January 10)

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://www.mwsu.edu/student-life/development/orientation](http://www.mwsu.edu/student-life/development/orientation).

NOTE: Admitted students with proof of TSI will be invited to participate in this optional early orientation/advising/registration program 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 14, for students who want to visit the campus, find out more information about programs and resources, and take care of any other business.

SPRING 2016 ORIENTATION
Thursday, January 14, 2016

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.

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NIGHT ORIENTATION: If unable to attend the day orientation session, students may attend night orientation and then register for classes from 6:30 - 8:00 p.m.

DATE/PLACE: Thursday, January 14, 2016, Clark Student Center Atrium
TIME: Orientation – 5:30 p.m. - 6:30 p.m. (check-in at 5:00 p.m.); Advisement/Registration – 6:30 p.m. - 8:00 p.m.

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

Students must RSVP for orientation at [http://www.mwsu.edu/student-life/development/orientation](http://www.mwsu.edu/student-life/development/orientation) 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://www.mwsu.edu/student-life/development/orientation/distance](http://www.mwsu.edu/student-life/development/orientation/distance)

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 the Office of Student Development and Orientation and the orientation hold can be cleared as early as November 7. Students who will be coming to campus must meet the meningitis immunization requirement.

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NOTE: Students with questions regarding any of the new student orientation programs on this page should contact the Office of Student Development and Orientation at (940) 397-4500.
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 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.mwsu.edu/registrar/paa/slides.asp -- must view through Google Chrome or Mozilla Firefox browsers)

*TSI exemptions and additional information can be found at http://www.mwsu.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 register for classes in the Academic Success Center (McCullough Hall).

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 15, 2015.

SAT: http://www.mwsu.edu/testing/sat
ACT: http://www.mwsu.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.mwsu.edu/academics/scienceandmath/computerscience.) Contact the department for information related to CMPS 1044.

DATE AND TIME: Wednesday, January 13, 2016, 2:00 p.m. - 3:30 p.m.
PLACE: Bolin Hall, Room 126

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

DATE AND TIME: Tuesday, January 12, 2016, 1:00 p.m.
PLACE: Moffett Library, Room 112

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 14, 2016, 10:00 a.m. - 11:00 a.m. (Bolin Hall, Room 101)
or Tuesday, January 19, 2016, 2:00 p.m. - 3:00 p.m. (Bolin Hall, Room 101)
REGULAR REGISTRATION – January 2016
Register online at: http://my.mwsu.edu

STUDENTS NOT ENROLLED IN FALL 2015 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.

RETURNING STUDENTS

JANUARY 11 - 13, 2016

(RETURNING TSI STUDENTS IN THE ACADEMIC SUCCESS CENTER – MCCULLOUGH HALL)

MONDAY, JANUARY 11, 2016 through WEDNESDAY, JANUARY 13, 2016
Re-enrolling All Classifications:
8:00 a.m. A – Z
5:00 p.m. Offices Close
Web Registration remains open.

NOTE: Students who registered early may change schedules on these days. TSI students are required to register in person in the Academic Success Center (McCullough Hall), 8:00 a.m. – 5:00 p.m., following the schedule above.

NEW AND RETURNING STUDENTS

New undergraduate students are required to attend an orientation session prior to registration. See page 4.

JANUARY 14 - 15, 2016

(TSI STUDENTS IN THE ACADEMIC SUCCESS CENTER – MCCULLOUGH HALL)

THURSDAY, JANUARY 14, 2016
All Classifications:
8:00 a.m. A - Z
5:00 p.m. Offices Close
6:30 - 8:00 p.m. Evening Registration
Web Registration remains open.

FRIDAY, JANUARY 15, 2016
All Classifications continued:
All Letters
5:00 p.m. Registration Closes

NOTE: Students may register and/or change schedules Thursday – Friday on or after the scheduled time for classification and alphabet. TSI students are required to register in person in the Academic Success Center (McCullough Hall), 8:00 a.m. – 5:00 p.m., following the schedule above.
**WHO IS ELIGIBLE FOR REGISTRATION?**

1. Students enrolled at MSU in Fall 2015.
2. Re-enrolling students (not enrolled Fall 2015) who reactivate their files and submit applications for spring by December 15, 2015. See [page 3](#). Contact MSU Admissions. (Winter Mini-Term students must reapply by December 1, and register by December 14, 2015.)
3. New students who file applications for spring by December 15, 2015, and have been accepted for admission. See [page 3](#). New undergraduate students are required to attend orientation (see [page 4](#)) and will register according to alphabetical schedule on [page 6](#). (Winter Mini-Term students must apply by December 1, and register by December 14, 2015.)
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 ($35) 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.mwsu.edu/registrar/web](http://www.mwsu.edu/registrar/web). **(Note: TSI students must register in person in the Academic Success Center (McCullough Hall) following the same schedule, 8:00 a.m. – 5:00 p.m.)**
3. **IMPORTANT** – Payment arrangements must be made with the Business Office by 5:00 p.m., January 15, 2016, 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 who are not paid in full, do not have an Installment contract with one-third (1/3) of total balance due paid, or do not have an ETFL contract with the Business Office by 5:00 p.m., Monday, February 1, 2016, will have their classes voided. (Winter Mini-Term courses must be paid for by December 14, 2015, at 4:00 p.m., or classes will be voided.) Students voided will be subject to late registration and reinstatement fees.

**IMPORTANT NOTES:**

- Pay all tuition and fees or make payment arrangements by going to [www.mwsu.edu/onlinepayments](http://www.mwsu.edu/onlinepayments) by 5:00 p.m., Monday, February 1, 2016, to prevent classes from being voided. **(Winter Mini-Term courses must be paid for by December 14, 2015, at 4:00 p.m., or classes will be voided.)** Students voided will be subject to late registration and reinstatement fees.
- 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 enrollments to justify offering it.
- The University reserves the right to change instructors in classes when necessary.

**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.**

**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/alpha has passed, either at the day or evening registration times. **REGISTRATION BEFORE THE CLASSIFICATION/ALPHA 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.mwsu.edu/registrar/concurrent](http://www.mwsu.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.
WEBWORLD AVAILABLE FOR CHANGE OF SCHEDULE & LATE REGISTRATION THROUGH JANUARY 21 ONLY!
(TSI STUDENTS IN THE ACADEMIC SUCCESS CENTER, MCCULLOUGH HALL)

<table>
<thead>
<tr>
<th>TUESDAY, JANUARY 19, 2016</th>
<th>DROP-ADD &amp; LATE REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors/Graduates/Post-Bacc/Honors:</td>
<td>A - Z</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>Offices close</td>
</tr>
<tr>
<td>Web Registration remains open</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEDNESDAY, JANUARY 20, 2016</th>
<th>DROP-ADD &amp; LATE REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Classifications:</td>
<td>A - Z</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td></td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>Offices close</td>
</tr>
<tr>
<td>Web Registration remains open</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THURSDAY, JANUARY 21, 2016</th>
<th>DROP-ADD &amp; LATE REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Classifications and All Letters:</td>
<td>Registration Closes</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Students with balances from previous semesters must contact the Business Office at 940-397-4100. All students must be paid in full. Students who are not paid in full, do not have an Installment contract with one-third (1/3) of total balance due paid, or do not have an ETFL contract with the Business Office by 5:00 p.m., Monday, February 1, WILL HAVE THEIR CLASSES VOIDED. Go to www.mwsu.edu/onlinepayments to make payments online!

PROCEDURES FOR CHANGE OF SCHEDULE

To Drop/Add January 19-21:

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. Complete form and have advisor sign and stamp it.
3. Register or change schedule by web at the scheduled time. (TSI students must register in person in the Academic Success Center in McCullough Hall.)
4. Changes are made by classification order shown above. Students may drop/add any time after their classification has passed.
5. 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 who are not paid in full, do not have an Installment contract with one-third (1/3) of total balance due paid, or do not have an ETFL contract by 5:00 p.m., Monday, February 1, will have their classes voided. 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 report to Wichita I & II in the Clark Student Center on Wednesday, January 20, 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 at: http://www.mwsu.edu/student-life/development/orientation
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: http://www.mwsu.edu/registrar/web. (Note: TSI students must register in person in the Academic Success Center in McCullough Hall following the same classification schedule.)
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 with current semester accounts not paid in full must have an ETFL or Installment contract with one-third (1/3) of total balance due paid by 5:00 p.m., Monday, February 1, or their classes will be voided and 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.

While payment by web is available 24/7, the payment must be submitted in full, or the student must have completed the Installment contract online (http://www.mwsu.edu/busoffice/paymentplans) or the ETFL contract at the Business Office by 5:00 p.m., Monday, February 1, 2016, or classes will be voided.
Student Financial Responsibility Statement

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 reserves the right to change fees in keeping with actions of the Texas State Legislature or the University Board of Regents.

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.

Thesis only - $50.00 plus required fees.

Graduate courses are an additional $40.00 per semester credit hour.

<table>
<thead>
<tr>
<th>Semester Credit Hours</th>
<th>Texas Resident</th>
<th>U.S. Non-Texas Resident*</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>4,002.25</td>
<td>4,977.25</td>
<td>9,852.25</td>
</tr>
<tr>
<td>14</td>
<td>3,755.10</td>
<td>4,665.10</td>
<td>9,215.10</td>
</tr>
<tr>
<td>13</td>
<td>3,507.95</td>
<td>4,352.95</td>
<td>8,577.95</td>
</tr>
<tr>
<td>12</td>
<td>3,260.80</td>
<td>4,040.80</td>
<td>7,940.80</td>
</tr>
<tr>
<td>11</td>
<td>3,003.65</td>
<td>3,718.65</td>
<td>7,293.65</td>
</tr>
<tr>
<td>10</td>
<td>2,746.50</td>
<td>3,396.50</td>
<td>6,646.50</td>
</tr>
<tr>
<td>9</td>
<td>2,489.35</td>
<td>3,074.35</td>
<td>5,999.35</td>
</tr>
<tr>
<td>8</td>
<td>2,232.20</td>
<td>2,752.20</td>
<td>5,352.20</td>
</tr>
<tr>
<td>7</td>
<td>1,975.05</td>
<td>2,430.05</td>
<td>4,705.05</td>
</tr>
<tr>
<td>6</td>
<td>1,717.90</td>
<td>2,107.90</td>
<td>4,057.90</td>
</tr>
<tr>
<td>5</td>
<td>1,460.75</td>
<td>1,785.75</td>
<td>3,410.75</td>
</tr>
<tr>
<td>4</td>
<td>1,203.60</td>
<td>1,463.60</td>
<td>2,763.60</td>
</tr>
<tr>
<td>3</td>
<td>946.45</td>
<td>1,141.45</td>
<td>2,116.45</td>
</tr>
<tr>
<td>2</td>
<td>689.30</td>
<td>819.30</td>
<td>1,469.30</td>
</tr>
<tr>
<td>1</td>
<td>432.15</td>
<td>497.15</td>
<td>822.15</td>
</tr>
</tbody>
</table>

Please visit the Business Office for detailed information http://www.mwsu.edu/busoffice/

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 2016. Example: For a student whose first semester of enrollment is Spring 2016, this plan will expire after the Fall 2019 semester.

For more information regarding the fixed rate designated tuition plans, please go to the Business Office website. If you need further explanation, please call 940-397-4308.

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.

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

Students may select one of the following payment options (No later than 5:00 p.m., Monday, February 1, 2016, or classes will be voided). (Winter Mini-Term courses must be paid for by December 14 at 4:00 p.m., or classes will be voided.)

1. MSU tuition and fees may be paid by electronic check (ACH) or credit/debit card at www.mwsu.edu/onlinepayments.

2. MSU Business Office accepts cash, checks, and money orders at the window. MSU accepts MasterCard, Visa, Discover, and American Express online only. A 2.75% convenience fee will be assessed for all credit card payments for tuition and fees. Credit card payments are not accepted over the telephone or at the Business Office window.

3. Installment Plan - Can be used for tuition, fees, housing, and meals. For students who have early registered, the first installment payment is due by Friday, January 8, 2016. For students who register during regular or late registration, the first installment payment is due at the time of registration. A non-refundable fee of $22.50 is assessed for this payment option.

   a. One-third (1/3) payment of total charges due by Friday, January 8, 2016, for students who early registered or at the time of registration during regular and late registration.
   b. One-third (1/3) on or before 4:00 p.m., Wednesday, February 17, 2016.
   c. One-third (1/3) on or before 4:00 p.m., Wednesday, March 16, 2016.

4. An emergency tuition and fee loan may be available through the Business Office if the student is unable to pay the one-third (1/3) down required by the installment plan. The MSU Business Office will process the ETFL after the student completes the online form at http://www.mwsu.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 17, 2016 and March 16, 2016. The ETFL must be applied to the student's account on or before 5:00 p.m., Monday, February 1, 2016, or classes will be voided! 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 2016 are listed below.

### PER HOUR CHARGE FOR INSTRUCTIONAL ENHANCEMENT FEES

<table>
<thead>
<tr>
<th>College/Program</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dillard College of Business Administration (COBA)</td>
<td>14.00</td>
<td></td>
</tr>
<tr>
<td>West College of Education (COED)</td>
<td>16.00</td>
<td></td>
</tr>
<tr>
<td>Fain College of Fine Arts (COFA)</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Gunn College of Health Sciences and Human Services (COHSS)</td>
<td>23.00</td>
<td></td>
</tr>
<tr>
<td>Prothro-Yeager College of Humanities and Social Sciences (COHSS)</td>
<td>11.00</td>
<td></td>
</tr>
<tr>
<td>College of Science and Mathematics (COSM)</td>
<td>18.00</td>
<td></td>
</tr>
<tr>
<td>MWSU Instructional Enhancement Fee</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

### Differential Instructional Enhancement Fees per hour charge:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Hygiene courses</td>
<td>32.00</td>
</tr>
<tr>
<td>Engineering courses</td>
<td>9.00</td>
</tr>
<tr>
<td>Nursing courses</td>
<td>25.00</td>
</tr>
<tr>
<td>Music (AMUS &amp; MUSC*) courses</td>
<td>16.00</td>
</tr>
<tr>
<td>*except MUSC 1033</td>
<td></td>
</tr>
</tbody>
</table>

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

A fee of $50.00 per credit hour will be added to all courses designated as distance learning.

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**NOTE:** Even if a student has applied the 1/3 payment to the account, the student MUST also complete the Installment contract online (http://www.mwsu.edu/busoffice/paymentplans) or the ETFL contract at the Business Office by 5:00 p.m., Monday, February 1, 2016, or classes will be voided.
### FINANCIAL INFORMATION CONTINUED

#### ESTIMATE OF COST PER SEMESTER

For new resident students taking 15 semester credit hours

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Tuition $50/semester credit hour</td>
<td>$750</td>
</tr>
<tr>
<td>Designated Tuition $121.40/semester credit hour</td>
<td>$1,821</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>$1,341</td>
</tr>
<tr>
<td>Instructional Enhancement Fees (estimated)</td>
<td>$300</td>
</tr>
<tr>
<td>Vehicle Registration</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total (estimated)</strong></td>
<td>$4,262</td>
</tr>
</tbody>
</table>

Books (estimated) ........................................ 750.00

*Price listed is for Killingsworth or Pierce Halls. Check online for other housing options and pricing: [http://www.mwsu.edu/housing/rates](http://www.mwsu.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

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fees: Graduate</td>
<td>$35.00</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$25.00</td>
</tr>
<tr>
<td>Reactivation</td>
<td>$10.00</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Installment Plan Fee</td>
<td>$22.50</td>
</tr>
<tr>
<td>International Student Advisory Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Loan Origination Fee (Loan Interest 1%)</td>
<td>$22.50</td>
</tr>
<tr>
<td>Orientation Fee (1st time undergraduate/transfer student)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Property Deposit (1st time undergraduate/graduate student)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Reinstatement Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Remote Student Teaching Fee</td>
<td>$500.00</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Student Health Insurance (Spring/Summer)</td>
<td>$979.00</td>
</tr>
<tr>
<td>Vehicle Registration (second decal $25.00)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

*If a decal was purchased for Fall, one is not needed for Spring.

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

#### SENATE BILL 1210

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

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

If your Cumulative GPA is not meeting the SAP requirement, as indicated above, and/or you have exceeded the excess hours rule, you will not be eligible to receive your exemption and/or waiver for the Spring 2016 semester.

#### TUITION FOR REPEATED COURSES

Following action by the 76th 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.

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.

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**ALL CHARGES ARE SUBJECT TO CORRECTION IF NECESSARY FOLLOWING AUDIT.**
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 with one-third (1/3) of the total account balance due paid by 5:00 p.m., Monday, February 1, 2016. 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, February 1, 2016, will result in Spring 2016 classes being voided. (Winter Mini-Term courses must be paid for by December 14, 2015, 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.mwsu.edu/onlinepayments is available for payments 24 hours a day, 7 days a 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.

Students with balances from previous semesters must contact the Business Office at 940-397-4100. Students who are not paid in full, do not have an Installment contract with one-third (1/3) of total balance paid, or do not have an ETFL contract by 5:00 p.m., Monday, February 1, 2016, will have their Spring classes voided. (Winter Mini-Term courses must be paid for by December 14, 2015, at 4:00 p.m., or classes will be voided.) Students voided will be subject to late registration and reinstatement fees. (See pages 9 – 11 for payment options and reinstatement fees.)

<table>
<thead>
<tr>
<th>Term</th>
<th>Registration Period</th>
<th>E-Bill Sent</th>
<th>Payment Due*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Mini-Term</td>
<td>October 28 – December 10</td>
<td>No</td>
<td>December 14</td>
</tr>
<tr>
<td>Winter Mini-Term</td>
<td>December 14</td>
<td>No</td>
<td>December 14</td>
</tr>
<tr>
<td>Spring</td>
<td>October 28 – December 10; December 17 – 20</td>
<td>Yes</td>
<td>January 8</td>
</tr>
<tr>
<td>Spring</td>
<td>December 21 – January 15</td>
<td>No</td>
<td>January 15</td>
</tr>
<tr>
<td>Spring**</td>
<td>January 19 – 21</td>
<td>No</td>
<td>January 21</td>
</tr>
</tbody>
</table>

★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 e-mail 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 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.mwsu.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@mwsu.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 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 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@mwsu.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 due paid no later than 5:00 p.m., Monday, February 1, 2016; failure to do so will result in Spring classes being voided. (Winter Mini-Term courses must be paid for by December 14 at 4:00 p.m., or classes will be voided; payment plans are available, see link below for more information.) Students with balances from previous semesters must contact the Business Office at 940-397-4100. Students with classes voided for lack of payment arrangements are subject to late registration and reinstatement fees. Information regarding MSU payment plans is available at http://www.mwsu.edu/busoffice/paymentplans. NOTE: Changing student status between undergraduate, graduate, or post-baccalaureate can affect eligibility for aid. It is the student’s responsibility to check before changing status.

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.mwsu.edu/busoffice/paymentplans) or the ETFL contract at the Business Office by 5:00 p.m., Monday, February 1 (Dec. 14, 4:00 p.m. for Winter Mini-Term), or classes will be voided.
VETERANS AFFAIRS, TUITION/RESIDENCY DETERMINATION, DROP LIMIT, AND TEXTBOOK LINK

VETERANS AFFAIRS

Students who are entitled to VA Educational Benefits must contact the MSU VA Office (Hardin South, Room 100) each term to complete a Benefit Request form. For more information, see the MSU VA website at http://www.mwsu.edu/registrar/veterans. Students who are using VA benefits must contact the VA Advisor if changing their schedules once the Benefit Request form has been submitted. Not doing so risks enrollment errors which could result in repayment of benefits being required.

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 to establish residence for tuition purposes. Military personnel, stationed in Texas, and their dependents are entitled to waivers of the out-of-state fees. A verification of active duty form must be presented to the Business Office for each semester of attendance.

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

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

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

Registering under the proper residency classification is the responsibility of the student. Reclassification requests must be made prior to the 12th class day for the Spring semester (February 1, 2016) 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.

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

TEXTBOOK LINK

For the convenience of students, a textbook link is being made available at: http://mwsu.bkstr.com
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:
1. Prior to first class day ................. 100%
2. During the first 5 class days .......... 80%...through Jan. 22
3. During the second 5 class days ...... 70%...through Jan. 28
4. During the third 5 class days ....... 50%...through Feb. 3
5. During the fourth 5 class days....... 25%...through Feb. 9
6. After the fourth 5 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 Dean of Students 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 104, 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:
1. October 28, 2015 – February 1, 2016 .......... 100%
2. After February 1, 2016 ..............................0%

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

Procedure to drop class:

October 28, 2015 – January 21, 2016 (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. (TSI students in the Academic Success Center, McCullough Hall.)

January 22 – March 30, 2016:
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.) Courses dropped after February 1, 2016, will not be eligible for refunds.

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.mwsu.edu/onlinepayments TO PROVIDE THE BANKING 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 adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all education programs and activities.

After notification of acceptance, students requiring special accommodations or auxiliary aids must 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 accommodations. For more details, please go to http://www.mwsu.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 March 1 – 5, 2016; 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.mwsu.edu/academics/wpr. Students will bring the payment confirmation, a picture I.D., and a pen to the testing site.

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

TO AUDIT A CLASS

Students 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.).

Vehicle registration is required if vehicles are to be parked on campus streets and/or parking lots.

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.mwsu.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.mwsu.edu/msualert.
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
   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 104.

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.mwsu.edu, then click on the Desire2Learn link. A list of all internet courses for Spring 2016 can be found at http://www.mwsu.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.

MENINGITIS IMMUNIZATION REQUIREMENT

WINTER MINI-TERM SESSION

- A selection of internet courses will be taught in the Winter Mini-Term, December 14, 2015 – January 8, 2016. See Course Listings.
- Students who register in Winter Mini-Term courses must pay for those courses no later than Monday, December 14, 2015 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, 2015, and also email the Admissions Office at admissions@mwsu.edu. (Students enrolled at MSU Fall 2015, do not need to reapply.)
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