## First Summer Term

**Early Registration for**

April 1 – May 9, 2013

**Both Summer Terms- Re-Enrolling Students Only.** (See details on page 2.)

(TSI students* — see page 2 for eligibility.)

**Priority Application Date**

May 1, 2013

**For Admission**

**Deadline for Application for**

May 15, 2013

**Admission and Submission of Credentials**

**May Mini-Term Session – Classes**

May 13, 2013

**Begin and Payment Deadline for Mini-Term.**

**Registration for Re-Enrolling**

May 20 – May 31, 2013

Students (For Both Summer Terms)

(See page 6 for details.)

**Memorial Day Holiday**

May 27, 2013

**University Closed**

(Friday, May 31, MSU offices will be open.)

**Orientation & Registration for**

May 30, 2013

**Beginning Freshmen and Transfers**

(See detailed schedule on pages 4 & 6.)

**Student Payment Deadline**

May 30, 2013

(See pages 8-10 for details)

**Registration Continues**

May 31, 2013

**Classes Begin**

8:00 a.m. — June 3, 2013

**Official Enrollment Date**

June 6, 2013

**Payment Deadline to Prevent Classes from Being Voided**

**Last Day for “W,” 4:00 p.m.**

June 19, 2013 (Regular Summer I)

**Last Day of Classes**

July 3, 2013

**Independence Day Holiday**

July 4, 2013

University Closed (Note: due to this holiday, Friday, July 5, is a class day.)

**Final Examinations**

July 5, 2013

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* TSI Students: This term, used throughout this publication, is referring to students who have failed a section(s) of the THEA, Accuplacer, Asset, Compass, 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).

## Second Summer Term

**Priority Application Date**

June 1, 2013

**For Admission**

**Academic Readmissions**

June 17 – 18, 2013

**Committee**

**Deadline for Application for**

June 15, 2013

**Admission and Submission of Credentials**

**Orientation & Registration for**

July 5, 2013

**Beginning Freshmen and Transfers**

(See detailed schedule on pages 4 & 6.)

**Student Payment Deadline**

July 5, 2013

(See pages 8-10 for details.)

**Classes Begin**

8:00 a.m. — July 8, 2013

**Last Day for August Graduates**

July 8, 2013

**To File Application for Graduation**

Office of the Registrar

**Official Enrollment Date**

July 11, 2013

**Payment Deadline to Prevent Classes from Being Voided**

**Special Long Term**

**Last Day for “W,” 4:00 p.m.**

July 11, 2013

**For the 10 week long summer term – classes which meet June 3 – August 8**

(See below for drop deadline for the regular Summer II term.)

**Last Day for “W,” 4:00 p.m.**

July 24, 2013

(regular Summer II)

**Last Day of Classes**

August 7, 2013

**Final Examinations**

August 8, 2013

**Estimate of Costs and Registration Fee Refund Schedule on Pages 8-12.**
## RETURNING STUDENTS - EARLY REGISTRATION
**April 1 – May 9, 2013**

### 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.

<table>
<thead>
<tr>
<th>Students may register for classes on <strong>or after</strong> their scheduled classification below.</th>
<th>Additional Early Registration Dates for Summer I and II:</th>
</tr>
</thead>
</table>
| (Each new registration period begins at 7:00 a.m. on the designated day.) | **APRIL 11 – MAY 9, 2013**
ALL CLASSIFICATIONS. |
| **Re-enrolling Graduates, Post-Baccalaureates, Seniors, and Honors – 90+ hours:** | **Additional Early Registration Dates for Summer II only:**
**MAY 13; MAY 16 – JULY 4, 2013**
ALL CLASSIFICATIONS. |
| Monday, April 1…………………………………………………….. All Letters | (See page 6 for the Regular Registration Schedule for Summer I and Summer II.) |
| Tuesday, April 2…………………………………………………….. All Letters | **Office will be closed during weekend and holiday periods.** |

<table>
<thead>
<tr>
<th><strong>Re-enrolling Juniors – 60-89 hours:</strong></th>
<th><strong>Note:</strong> 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, April 3…………………………………………………….. All Letters</td>
<td></td>
</tr>
<tr>
<td>Thursday, April 4…………………………………………………….. All Letters</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Re-enrolling Sophomores – 30-59 hours:</strong></th>
<th><strong>Bacterial Meningitis Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 5…………………………………………………….. All Letters</td>
<td></td>
</tr>
<tr>
<td>Monday, April 8…………………………………………………….. All Letters</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Re-enrolling Freshmen:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, April 9…………………………………………………….. All Letters</td>
<td></td>
</tr>
<tr>
<td>Wednesday, April 10…………………………………………………….. All Letters</td>
<td></td>
</tr>
</tbody>
</table>

### WHO IS ELIGIBLE FOR EARLY REGISTRATION?

2. **Re-enrolling students (not enrolled Spring 2013) who have reactivated their files or submitted applications for summer by April 1, 2013.** 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 Graduate School, must complete an application for admission and pay the application fee ($35) by the printed deadlines. Contact the Graduate Admissions Office. Students will not be accepted for graduate admission until the Graduate School has confirmation of graduation.

### HOW TO EARLY REGISTER:

1. Meet with advisor to receive advisor-approved schedule with approved courses. Advising department must clear advising hold.
2. Register on or after the scheduled time using the web instructions at [http://www.mwsu.edu/registrar/web](http://www.mwsu.edu/registrar/web). **(Note:** TSI students must register in person at the Academic Success Center, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m., following the same classification schedule.)

Students will be sent e-bills from the Business Office after May 22, and payment is due by 6:00 p.m., May 30, 2013 for Summer I and July 5, 2013 for Summer II. Payment by credit card (MasterCard, Discover, and American Express) or online check is available. A 2.75% convenience fee will be assessed on all credit card payments for tuition and fees. The convenience fee can be avoided by using the Electronic Funds Transfer payment option.

**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-half (1/2) of total balance paid, or do not have an ETFL contract by 6:00 p.m., Thursday, June 6 for Summer I and Thursday, July 11 for Summer II, will have their classes voided. (May mini-term courses must be paid for by May 13, or classes will be voided.)**

**NOTE:**
- Students who register in **May mini-term** courses must pay for those courses by May 13, 2013.
- 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).

**Fees will not be waived for students that do not check their emails, do not have updated contact information, or claim they had no knowledge of payment dates.**
MSU ADMISSIONS – MSU students who were not enrolled in Spring 2013 must reapply for admission by printed deadlines.

Graduate Students contact the Office of the Graduate School: (940) 397-4920.

MSU welcomes undergraduate Summer Guest students – contact MSU Admissions for information.

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

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 – Summer I: Priority Date – May 1, 2013; Regular Deadline – May 15, 2013

Summer II: Priority Date – June 1, 2013; Regular Deadline – June 15, 2013

Applications will not be accepted after the printed deadline without individual approval.

Late applicants will be assessed a $25.00 late registration fee. (Note: MSU B.S.R.S. Radiology students must apply by May 15 for Summer I or June 15 for Summer II and register by May 31 or July 5, respectively. Late registration is not permitted for B.S.R.S. courses. Questions? – Call Radiologic Sciences at 940-397-4337 or toll-free at 866-575-4305.)

Contact MSU Admissions or apply online at http://www.applytexas.org.

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 Office of the Graduate School at 940-397-4920, if they have questions.)

Students and other credentials needed to render an admission decision must be received prior to regular registration dates (page 6).

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 May 15 for Summer I or June 15 for Summer II, should contact MSU Admissions.

7. Graduate students should contact the Office of the Graduate School at 940-397-4920 if they have questions.

All Students - For residency classification information, see page 11.

RE-ENROLLING MSU STUDENTS

1. Former students not enrolled in Spring 2013 must reapply for admission by the $10 matriculation fee. Deadline to avoid payment of a late fee (assessed upon registration) is Summer I: May 15, 2013; Summer II: June 15, 2013. Contact MSU Admissions. (Note: MSU B.S.R.S. Radiology students must apply by May 15 for Summer I or June 15 for Summer II and register by May 31 or July 5, respectively. Late registration is not permitted for B.S.R.S. courses. Questions? – Call Radiologic Sciences at 940-397-4337 or toll-free at 866-575-4305.) Applications, reactivations, and associated fees for admission are non-transferable and non-refundable.

★ Students should reactivate their files and submit applications for admission by April 1, 2013, 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).

3. Students must meet the meningitis immunization requirement prior to registration.

4. Undergraduate students who have not received notification of acceptance by May 15 for Summer I or June 15 for Summer II, should contact MSU Admissions.

5. Graduate students should contact the Office of the Graduate School at 940-397-4920 if they have questions.

RE-ENROLLING STUDENTS WITH ACADEMIC DEFICIENCIES

Academic Probation – Students on academic probation should visit with MSU Admissions for scheduling advice prior to advisement.

First Academic Suspension – Students placed on first academic suspension at the close of the Spring 2013 semester are eligible to attend the summer session. These students MUST make an appointment with MSU Admissions at (940) 397-4334 or 1-800-842-1922 for clearance to register.

Second Academic Suspension or Academic Dismissal – Students in these categories should contact MSU Admissions.

Academic Readmissions Committee will meet June 17-18, 2013. Contact MSU Admissions. No appeal for readmission will be granted after June 18, 2013.

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. Refunds will be made in accordance with University policy. Students on academic probation may also have specific registration requirements – contact MSU Admissions.

Students with questions about 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
Office of Student Development and Orientation (940) 397-4500

NEW STUDENT ORIENTATION & ADVISEMENT
(Undergraduates Only)

ORIENTATION/ADVISEMENT: **Orientation is required of all beginning freshmen and transfer students (not previously enrolled at MSU).** Students who have not received notification of acceptance by Summer I: May 15, 2013; Summer II: June 15, 2013, should contact MSU Admissions at (940) 397-4334 or 1-800-842-1922.

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 (THEA/TASP, Accuplacer, Asset, or Compass) 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.

<table>
<thead>
<tr>
<th>SUMMER I STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day Orientation</strong></td>
</tr>
<tr>
<td>Thursday, May 30, 2013</td>
</tr>
<tr>
<td>9:00 a.m. (check-in at 8:30 a.m.)</td>
</tr>
<tr>
<td>Clark Student Center Atrium</td>
</tr>
<tr>
<td>Students see an advisor and register during orientation!</td>
</tr>
<tr>
<td>The advising and registration process could last until 6:00 p.m.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>SUMMER II STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day Orientation</strong></td>
</tr>
<tr>
<td>Friday, July 5, 2013</td>
</tr>
<tr>
<td>9:00 a.m. (check-in at 8:30 a.m.)</td>
</tr>
<tr>
<td>Clark Student Center Shawnee Theater</td>
</tr>
<tr>
<td>Students see an advisor and register during orientation!</td>
</tr>
<tr>
<td>The advising and registration process could last until 6:00 p.m.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>SPIRIT DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Summer II and Fall beginning freshmen and transfer students (not previously enrolled at MSU) are strongly encouraged to attend Spirit Days—Midwestern State University’s enriched summer orientation program. Spirit Days is a comprehensive orientation program wherein students not only register for classes and receive vital information, but also interact with a number of students (both new and returning) as well as faculty and staff. Students receive comprehensive information about MSU and its services and also participate in a variety of socially stimulating, intellectually challenging, and spirit-driven workshops designed specifically to enhance the new student experience. Both students and parents agree—if beginning classes at MSU in the summer or fall, Spirit Days is definitely the way to go!</td>
</tr>
</tbody>
</table>

Information and registration packets will be sent beginning March 2013 to all newly admitted Summer II and Fall students. To attend Spirit Days, students must have TSI scores on file, or be TSI exempt (see page 5).

<table>
<thead>
<tr>
<th>ORIENTATION FOR NEW DISTANCE LEARNING STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All new undergraduate students are required to attend an orientation session. For distance learning students who do not live locally and will be taking distance education courses only, we provide an online orientation. (Students who live locally, or will be taking courses on-campus, need to attend one of the general orientation sessions above.)</td>
</tr>
</tbody>
</table>

Website: [http://www.mwsu.edu/student-life/development/distance](http://www.mwsu.edu/student-life/development/distance)

Distance learning students must review the information and links provided on the distance learning orientation webpage and then complete the confirmation form before being allowed to enroll for classes. Students 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 April 11. Students who will be coming to campus must meet the meningitis immunization requirement.

NOTE: Students with questions regarding any of the new student orientation programs listed 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 approved TSI tests are Accuplacer, Asset, Compass, or THEA. MSU offers the Accuplacer and THEA. Students who fail a section(s) of a TSI test are required to enroll in developmental course(s) in that area.

IMPORTANT! Students who do not have scores on file will not be allowed to attend orientation or register unless TSI exempt*. Therefore, students must schedule a TSI test as soon as possible so that scores will be available in time for orientation and registration.

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

Testing dates and information can be found at http://www.mwsu.edu/testing/accuplacer-exam.

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 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 May 15 (Summer I) and June 15 (Summer II).

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, May 29, 2013, 2:30 p.m. - 4:00 p.m.
PLACE:  Bolin Hall, Room 126

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

DATE AND TIME:  Tuesday, May 28, 2013, 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, May 30, 2013, 10:00 a.m. - 11:00 a.m.
PLACE:  Bolin Hall, Room 101
**REGULAR REGISTRATION**
Register online at: [http://my.mwsu.edu](http://my.mwsu.edu)

STUDENTS NOT ENROLLED IN SPRING 2013 MUST REAPPLY FOR ADMISSION (SEE PAGE 3).

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

### SUMMER I*

- **May 13**
  - Returning Students
  - All classifications/alpha, 7:00 a.m. – 6:00 p.m.
  (May mini-term payment due by 6:00 p.m.)

- **May 16 – 29**
  - Returning Students
  - All classifications/alpha

- **May 30**
  - New & Returning Students
  - All classifications/alpha
  *(New undergraduate students must attend orientation on May 30 prior to registration. See page 4.)*

- **May 31**
  - New & Returning Students
  - All classifications/alpha, 7:00 a.m. – 6:00 p.m.

### SUMMER II*

- **May 13**
  - Returning Students
  - All classifications/alpha, 7:00 a.m. – 6:00 p.m.

- **May 16 – July 4**
  - Returning Students
  - All classifications/alpha

- **July 5**
  - New & Returning Students
  - All classifications/alpha, 7:00 a.m. – 6:00 p.m.
  *(New undergraduate students must attend orientation on July 5 prior to registration. See page 4.)*

*Students who registered early may change schedules according to these days/times. Returning and new students may register according to these times. TSI students are required to register in the Academic Success Center (McCullough Hall), 7:00 a.m. – 6:00 p.m., following the schedule above.
REGISTRATION INFORMATION

WHO IS ELIGIBLE FOR REGISTRATION?

2. Re-enrolling students (not enrolled Spring 2013) who reactivate their files and submit applications for Summer I by May 15, or Summer II by June 15. See page 3. Contact MSU Admissions.
3. New students who file applications for Summer I by May 15; Summer II by June 15, 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 schedule on page 6.
4. Note: new and re-entering students must meet meningitis immunization requirement.

Graduating Seniors who plan on applying to the Graduate School, must complete an application for admission and pay the application fee ($35) by the printed deadlines. Contact the Graduate Admissions Office. Students will not be accepted for graduate admission until the Graduate School has confirmation of graduation.

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. (Note: TSI students must register in person at the Academic Success Center (McCullough Hall) following the same classification schedule, 7:00 a.m. – 6:00 p.m.)

IMPORTANT - Payment must be made with the Business Office by Monday, May 13, 2013, for May mini-term. Payment arrangements must be made with the Business Office by Thursday, May 30, 2013 (or if register on May 31, payment is due May 31), for Summer I; and Friday, July 5, 2013, for Summer II, regardless of whether an e-bill was received. (See Financial Information beginning on page 8.)

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-half (1/2) of total balance paid, or do not have an ETFL contract by 6:00 p.m., Thursday, June 6 for Summer I and Thursday, July 11 for Summer II, will have their classes voided. (May mini-term courses must be paid for by May 13, or classes will be voided.) Students voided will be subject to late registration and reinstatement fees.

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

IMPORTANT NOTES:

- Pay all tuition and fees or make payment arrangements by going to www.mwsu.edu/onlinepayments by 6:00 p.m., Thursday, May 30 (or if register on May 31, payment is due May 31), for Summer I; and Friday, July 5 for Summer II, to prevent classes from being voided. (May mini-term courses must be paid for by May 13, 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 registration periods listed on page 6.
- Midwestern State University reserves the right to discontinue any scheduled course which does not have a sufficient number of enrollees to justify offering it.
- The University reserves the right to change instructors in classes when necessary.

ALTERNATIVES TO THE SCHEDULED TIME

REGISTRATION BEFORE THE SCHEDULED TIME IS NOT PERMITTED!

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

Students may have another person register for them at their scheduled times if that is more convenient. Any person registering for another is required to pay the appropriate fees and have all necessary documents: validated MSU I.D. card, Mustangs I.D. number, driver’s license, vehicle tag number, 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. 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 in advance of enrolling that the institution is one from which MSU accepts credit risk taking courses for which no credit may be given.
STUDENTS MUST PAY IN FULL (including balances from previous semesters) OR BE ON PAYMENT PLANS WITH ONE-HALF (1/2) OF TOTAL BALANCE DUE PAID BY 6:00 p.m., THURSDAY, JUNE 6 (SUMMER I) OR THURSDAY, JULY 11 (SUMMER II), OR CLASSES WILL BE VOIDED! (May mini-term courses must be paid for by May 13, or classes will be voided.)

<p>| Midwestern State University reserves the right to change fees in keeping with actions of the Texas State Legislature or the University Board of Regents. |
| SUMMER 2013 (INCLUDES TUITION AND MANDATORY FEES) |</p>
<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>12</td>
<td>2,859.50</td>
<td>3,639.50</td>
<td>7,071.50</td>
</tr>
<tr>
<td>11</td>
<td>2,629.50</td>
<td>3,344.50</td>
<td>6,490.50</td>
</tr>
<tr>
<td>10</td>
<td>2,399.50</td>
<td>3,049.50</td>
<td>5,909.50</td>
</tr>
<tr>
<td>9</td>
<td>2,169.50</td>
<td>2,754.50</td>
<td>5,328.50</td>
</tr>
<tr>
<td>8</td>
<td>1,939.50</td>
<td>2,459.50</td>
<td>4,747.50</td>
</tr>
<tr>
<td>7</td>
<td>1,709.50</td>
<td>2,164.50</td>
<td>4,166.50</td>
</tr>
<tr>
<td>6</td>
<td>1,479.50</td>
<td>1,869.50</td>
<td>3,585.50</td>
</tr>
<tr>
<td>5</td>
<td>1,249.50</td>
<td>1,574.50</td>
<td>3,004.50</td>
</tr>
<tr>
<td>4</td>
<td>1,019.50</td>
<td>1,279.50</td>
<td>2,423.50</td>
</tr>
<tr>
<td>3</td>
<td>789.50</td>
<td>984.50</td>
<td>1,842.50</td>
</tr>
<tr>
<td>2</td>
<td>559.50</td>
<td>689.50</td>
<td>1,261.50</td>
</tr>
<tr>
<td>1</td>
<td>329.50</td>
<td>394.50</td>
<td>680.50</td>
</tr>
</tbody>
</table>

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

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.

Payment for May Mini-Term is due: Monday, May 13, 2013.
Payment for Summer I is due: Thursday, May 30, 2013 (or if register on May 31, payment is due May 31).
Payment for Summer II is due: Friday, July 5, 2013.

Students may select one of the following payment options (No later than 6:00 p.m., Thursday, June 6 (Summer I) and Thursday, July 11 (Summer II), or classes will be voided):
1. MSU tuition and fees may be paid by web check or credit/debit card at www.mwsu.edu/onlinepayments.
2. MSU Business Office accepts cash, checks, money orders, MasterCard, Discover, and American Express. However, credit card payments are not accepted over the telephone or at the Business Office counter.
3. Installment Plan - Can be used for tuition, fees, room, and board. The first installment payment is due by May 30 (or if register on May 31, payment is due May 31) for Summer I; and July 5 for Summer II. A non-refundable fee of $22.50 is assessed for this payment option. Students voided for non-payment are subject to late registration and reinstatement fees.
   a. One-half (1/2) payment of total charges due by 6:00 p.m., Thursday, May 30 (or if register on May 31, payment is due May 31) for Summer I; and Friday, July 5 for Summer II.
   b. One-half (1/2) on or before 6:00 p.m., Wednesday, June 19 (Summer I) and Wednesday, July 24 (Summer II).

An emergency tuition and fee loan may be available through the Business Office if the student is unable to pay the 50% 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/payment-plans and brings 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 June 19 (Summer I) and July 24 (Summer II). The ETFL must be applied to the student’s account on/before 6:00 p.m., Thursday, June 6 (Summer I) and Thursday, July 11 (Summer II), 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 June 19 and July 24 due dates. Late fees are also charged on added classes and miscellaneous charges if payment is not made by the due date.

NOTE: Even if a student has applied the 1/2 payment to the account, as indicated above, the student MUST also complete the Installment contract online (http://www.mwsu.edu/busoffice/payment-plans) or the ETFL contract at the Business Office by 6:00 p.m., Thursday, June 6 (Summer I) and Thursday, July 11 (Summer II), or classes will be voided.
Room rates* .......................... 295.00
Board Plan (10 meals) ................................ 295.00
Application fees: Graduate.......................... 35.00
Undergraduate........................................ 25.00
Reactivation.......................................... 10.00
Audit fee .............................................. 25.00
Installment fee ...................................... 22.50
Loan Origination fee.................................. 22.50
Reinstatement fee/Late Registration fee...... 50.00/25.00
Returned check fee ................................ 15.00
Vehicle registration................................. **25.00
**Summer decal only. However, if a Fall 2012 or Spring 2013 decal was purchased, a separate one is not needed for Summer.

*Please check with the MSU Housing Office for availability and prices at http://www.mwsu.edu/housing/rates.

FINANCIAL INFORMATION CONTINUED

OTHER FEES

TUITION FOR REPEATED HOURS

Following action by the 78th Texas Legislature, universities no longer receive formula funding for semester credit hours attempted by a student who has 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: thesis and dissertation; courses that involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, theater 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 repeated 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.

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 Summer 2013 are listed below.

PER HOUR CHARGE FOR INSTRUCTIONAL ENHANCEMENT FEES

<table>
<thead>
<tr>
<th>College</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dillard College of Business Administration (COBA)</td>
<td>8.00</td>
</tr>
<tr>
<td>West College of Education (COED)</td>
<td>16.00</td>
</tr>
<tr>
<td>Fain College of Fine Arts (COFA)</td>
<td>15.00</td>
</tr>
<tr>
<td>College of Health Sciences and Human Services (COHSHS)</td>
<td>23.00</td>
</tr>
<tr>
<td>Prothro-Yeager College of Humanities and Social Sciences (COHSS)</td>
<td>11.00</td>
</tr>
<tr>
<td>College of Science and Mathematics (COSM)</td>
<td>18.00</td>
</tr>
<tr>
<td>MWSU Instructional Enhancement Fee</td>
<td>5.00</td>
</tr>
</tbody>
</table>

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

ALL CHARGES ARE SUBJECT TO CORRECTION IF NECESSARY FOLLOWING AUDIT.

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. 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 scholarship check is received. If the scholarship is not available at registration, check with the person, program, or organization awarding the scholarship.

Fees are subject to change in keeping with actions of the Texas State Legislature and/or the Midwestern State University Board of Regents.
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-half (1/2) of total balance paid, or do not have an ETFL contract by 6:00 p.m., Thursday, June 6 for Summer I and Thursday, July 11 for Summer II, will have their classes voided. (May mini-term courses must be paid for by May 13, or classes will be voided.) Students voided will be subject to late registration and reinstatement fees. (See pages 8–9 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>May Mini-Term</td>
<td>April 1 – May 9</td>
<td>No</td>
<td>May 13</td>
</tr>
<tr>
<td>May Mini-Term</td>
<td>May 13</td>
<td>No</td>
<td>May 13</td>
</tr>
<tr>
<td>Summer I</td>
<td>April 1 – May 9; May 13</td>
<td>Yes</td>
<td>May 30</td>
</tr>
<tr>
<td>Summer I</td>
<td>May 16 – 22</td>
<td>Yes</td>
<td>May 30</td>
</tr>
<tr>
<td>Summer I</td>
<td>May 23 – 30</td>
<td>No</td>
<td>May 30</td>
</tr>
<tr>
<td>Summer I</td>
<td>May 31</td>
<td>No</td>
<td>May 31</td>
</tr>
<tr>
<td>Summer II</td>
<td>April 1 – May 9; May 13; May 16 – June 26</td>
<td>Yes</td>
<td>July 5</td>
</tr>
<tr>
<td>Summer II</td>
<td>June 27 – July 5</td>
<td>No</td>
<td>July 5</td>
</tr>
<tr>
<td>Fall</td>
<td>April 1 – May 9; May 13; May 16 – July 7; July 10 – August 7</td>
<td>Yes</td>
<td>August 16</td>
</tr>
<tr>
<td>Fall</td>
<td>August 8 – 11; August 14 – 23</td>
<td>No</td>
<td>August 23</td>
</tr>
<tr>
<td>Fall**</td>
<td>August 26 – 28</td>
<td>No</td>
<td>August 28</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.

FINANCIAL AID

Students who have 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). NOTE: MSU processes loans via the Direct Loan program; additional information regarding the Direct Loan Program is available at http://www.direct.ed.gov/student.html. STUDENTS WHO HAVE NOT ALREADY DONE SO will be required to complete an Electronic Master Promissory Note (EMPN) and Entrance Counseling only one time during their college careers at MSU. EMPN and Entrance Counseling can be accessed at www.studentloans.gov.

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 Summer I or II term. If there are any “excess funds” after grants, scholarships, and/or loans have fully paid the expenses for the Summer I and/or II terms, 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 REFUNDS, 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 or mailed to the MAILING ADDRESS DURING THE WEEK of the University’s Regular Registration period.
- Students registering during the University’s Regular Registration period can anticipate that refunds will be deposited into their bank accounts or mailed to the MAILING ADDRESS 3-5 business days AFTER the University’s Regular Registration period.
- If grants and/or loans are approved and processed AFTER the Regular Registration period, refunds will be deposited into their bank accounts or mailed to the MAILING ADDRESS after the funds have been applied to the student’s university account.

NOTE: Some types of grants and/or loans may be received in the Financial Aid Office (FAO) from state agencies and/or lenders via paper checks, instead of electronically. If so, the student will be notified by the FAO as to when the funds will be available for disbursement.

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 (4th day for summer terms).
- During the withdrawal refund period (see page 12).
- 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-half (1/2) of the total account balance due paid no later than 6:00 p.m., Thursday, June 6 (Sum I) and July 11 (Sum II); failure to do so will result in summer classes being voided. (May mini-term courses must be paid for by May 13, or classes will be voided.) 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/payment-plans.

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 1/2 payment to the account, as indicated above, the student MUST also complete the installment contract online (http://www.mwsu.edu/busoffice/payment-plans) or the ETFL contract at the Business Office by 6:00 p.m., Thursday, June 6 (Summer I) and Thursday, July 11 (Summer II), or classes will be voided.
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](http://www.mwsu.edu/registrar/veterans).

**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 4th class day for the summer terms (June 6 for Summer I; July 11 for Summer II) 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](http://mwsu.bkstr.com)
PLEASE NOTE: There is a difference in official withdrawal refunds versus dropped course refunds as follows:

WITHDRAWAL REFUNDS:

Withdrawal = 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:

**FIRST SUMMER TERM**
1. Prior to first class day ........................................... 100%
2. During the first, second, or third class day . 80%... thru June 5
3. During the fourth, fifth, or sixth class day .... 50%... thru June 11
4. After the sixth class day ........................................... 0%

**SECOND SUMMER TERM**
1. Prior to first class day ........................................... 100%
2. During the first, second, or third class day . 80%... thru July 10
3. During the fourth, fifth, or sixth class day .... 50%... thru July 16
4. After the sixth class day ........................................... 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 or withdraw. That office is located in the Clark Student Center, Room 116, or call (940) 397-6273.

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 4 class days of a summer term** to be eligible for a refund of applicable tuition and fees for the course dropped.

**FIRST SUMMER TERM**
1. April 1 – June 6, 2013 ........................................... 100%
2. After June 6, 2013 ........................................... 0%

**SECOND SUMMER TERM**
1. April 1 – July 11, 2013 ........................................... 100%
2. After July 11, 2013 ........................................... 0%

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

Procedure to drop class:

**Summer I:** April 1 – May 9; May 13, 16 – 31
**Summer II:** April 1 – May 9; May 13; May 16 – July 5

Complete add/drop form with advisor and then **drop the class by web through WebWorld** (TSI students in the Academic Success Center, McCullough Hall during regular business days/hours).

**Summer I:** June 3 – June 19, 2013, (or through July 11th for the 10 week long summer term)
**Summer II:** July 8 – July 24, 2013

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 June 6 for Summer I, and after July 11 for Summer II, 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 ENGL 1113 and ENGL 1123 before attempting this examination.

During the second semester of Summer 2013, 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. Sessions will be available on July 11 and July 13, 2013; 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 Composition Skills 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.

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, Office of the 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://www.mwsu.edu/registrar/prewebworld.

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, Office of the Graduate School, and Office of International Services
   C. Financial Records - Business Office
   D. Financial Aid Records - Financial Aid Office
   E. Graduate Studies Records – Office of the Graduate School
   F. Placement Records - Career Management Center
   G. Progress Records - Faculty Offices and Academic Advising Offices
   H. Disciplinary Records - Dean of Students’ Office and Housing and Residence Life
   I. Athletics Records - Athletics Office
   J. Occasional Records - University staff person who maintains minutes of faculty or committee meetings or copy 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 written request to the Office of the Registrar during the first 12 class days of a fall or spring semester or the first 4 class days of a summer term. This request will remain in effect the remainder of the academic year, and the request must be renewed each fall. The following items have been designated as Directory Information:
   A. Name  H. Participation in Officially Recognized Activities and Sports
   B. Date and Place of Birth  I. Weight and Height of Members of Athletic Teams
   C. Current and Permanent Address  J. Dates of Attendance
   D. Telephone Listing  K. Degrees and Awards Received
   E. Major and Minor Fields of Study  L. All Previous Educational Agencies or Institutions Attended
   F. Student Enrollment Status (full-time/part-time)  M. Photographs
   G. Classification

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

IV. Challenge to Accuracy of Record-keeping - Students who desire to challenge the accuracy of their record should 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.

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 section number.

Instructions for internet courses can be found at www.mwsu.edu, then click on the Desire2Learn link.

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
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>1</td>
</tr>
<tr>
<td>Academic Contacts (in a separate PDF document)</td>
<td></td>
</tr>
<tr>
<td>Academic Deficiencies</td>
<td>3</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>5</td>
</tr>
<tr>
<td>ACT Test</td>
<td>5</td>
</tr>
<tr>
<td>Add/Drop Information</td>
<td>2, 6</td>
</tr>
<tr>
<td>Address Changes</td>
<td>13</td>
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<tr>
<td>Admissions Information</td>
<td>3</td>
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<tr>
<td>Alternatives to the Scheduled Time</td>
<td>7</td>
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<tr>
<td>Auditing a Class</td>
<td>13</td>
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<td>Billing Information</td>
<td>8-10</td>
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<td>Books – Link to Textbooks</td>
<td>11</td>
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<td>Calendar of Dates</td>
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