FIRST SUMMER TERM

EARLY REGISTRATION FOR ............. April 7 – May 8, 2014 
BOTH SUMMER TERMS-RE-ENROLLING STUDENTS 
ONLY. (See details on page 2.) 
(TSI students* – see page 2 for eligibility.)

PRIORITY APPLICATION DATE ............. May 1, 2014 
FOR ADMISSION

MAY MINI-TERM SESSION – CLASSES .......... May 12, 2014
BEGIN AND PAYMENT DEADLINE FOR MINI-TERM.

DEADLINE FOR APPLICATION FOR .............. May 15, 2014
ADMISSION AND SUBMISSION OF CREDENTIALS

MEMORIAL DAY HOLIDAY ..................... May 26, 2014
 UNIVERSITY CLOSED
(Friday, May 30, MSU offices will be open.)

REGISTRATION FOR RE-ENROLLING .... May 27 – 30, 2014
STUDENTS (For Both Summer Terms) 
(See page 6 for details.)

ORIENTATION & REGISTRATION FOR ............ May 29, 2014
BEGINNING FRESHMEN AND TRANSFERS 
(See detailed schedule on pages 4 & 6.)

STUDENT PAYMENT DEADLINE .................. May 30, 2014
(See pages 8-10 for details)

CLASSES BEGIN 8:00 a.m. .......... June 2, 2014

OFFICIAL ENROLLMENT DATE (4th day) .............. June 5, 2014
★ PAYMENT DEADLINE TO PREVENT 
CLASSES FROM BEING VOIDED ★

LAST DAY FOR “W,” 4:00 p.m. ............... June 18, 2014 
(regular Summer I)

LAST DAY OF CLASSES .......................July 2, 2014

FINAL EXAMINATIONS ...............................July 3, 2014

INDEPENDENCE DAY HOLIDAY ....................July 4, 2014
 UNIVERSITY CLOSED

SECOND SUMMER TERM

PRIORITY APPLICATION DATE ............. June 1, 2014 
FOR ADMISSION

DEADLINE FOR APPLICATION FOR ............. June 15, 2014
ADMISSION AND SUBMISSION OF CREDENTIALS

ACADEMIC READMISSIONS ............. June 16 – 17, 2014
COMMITTEE

ORIENTATION & REGISTRATION FOR ............. July 3, 2014
BEGINNING FRESHMEN AND TRANSFERS 
(See detailed schedule on pages 4 & 6.)

STUDENT PAYMENT DEADLINE ............. July 7, 2014
(See pages 8-10 for details.)

CLASSES BEGIN 8:00 a.m. ............. July 7, 2014

LAST DAY FOR AUGUST GRADUATES ............. July 7, 2014
TO FILE APPLICATION FOR GRADUATION 
Office of the Registrar

OFFICIAL ENROLLMENT DATE (4th day) .............. July 10, 2014
★ PAYMENT DEADLINE TO PREVENT 
CLASSES FROM BEING VOIDED ★

SPECIAL LONG TERM**
LAST DAY FOR “W,” 4:00 p.m. ............. July 10, 2014 
**For the 10 week long summer term – classes which 
meet June 2 – August 7 (See below for drop deadline for 
the regular Summer II term.)

LAST DAY FOR “W,” 4:00 p.m. ............. July 23, 2014 
(regular Summer II)

LAST DAY OF CLASSES ........................ August 6, 2014

FINAL EXAMINATIONS ........................... August 7, 2014

ESTIMATE OF COSTS AND REGISTRATION FEE REFUND 
SCHEDULE ON PAGES 8-12.

* TSI Students: This term, used throughout this publication, is referring to students who have failed a section(s) of a TSI test (either the new TSI Assessment, or the former tests of Accuplacer, Asset, Compass, THEA, or TASP) 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

April 7 – May 8, 2014

## WEB REGISTRATION: FOR RE-ENROLLING STUDENTS

http://my.mwsu.edu

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

### Students may register for classes on or after their scheduled classification below.

(Each new registration period begins at 7:00 a.m. on the designated day.)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-enrolling Graduates, Post-Baccalaureates, Seniors, and Honors – 90+ hours:</td>
<td>Wednesday, April 9 – Monday, April 14</td>
<td>All Letters</td>
</tr>
<tr>
<td>Re-enrolling Juniors – 60-89 hours:</td>
<td>Thursday, April 10 – Friday, April 11</td>
<td>All Letters</td>
</tr>
<tr>
<td>Re-enrolling Sophomores – 30-59 hours:</td>
<td>Monday, April 14 – Friday, April 11</td>
<td>All Letters</td>
</tr>
<tr>
<td>Re-enrolling Freshmen:</td>
<td>Tuesday, April 15 – Wednesday, April 16</td>
<td>All Letters</td>
</tr>
</tbody>
</table>

### Additional Early Registration Dates for Summer I and II:

- **APRIL 17 – MAY 8, 2014**
  - ALL CLASSIFICATIONS.

- **MAY 12; MAY 15 – JULY 2, 2014**
  - ALL CLASSIFICATIONS.

(See page 6 for the Regular Registration Schedule for Summer I and Summer II.)

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

## WHO IS ELIGIBLE FOR EARLY REGISTRATION?

2. **Re-enrolling students (not enrolled Spring 2014) who have reactivated their files or submitted applications for summer by April 1, 2014.** 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 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.

**NOTE:** Students who register in May mini-term courses must pay for those courses by May 12, 2014.
- Credit card payments are not accepted over the telephone or at the Business Office counter. Payment is accepted at 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.**

## 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.** **(Note:** TSI students must register in person at the Academic Success Center, 8:00 a.m. - 5:00 p.m., following the same classification schedule.)

Students will be sent e-bills from the Business Office after May 21, and payment is due by 6:00 p.m., May 30, 2014 for Summer I and July 5, 2014 for Summer II. Payment by credit card (MasterCard, Visa, 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 5 for Summer I and Thursday, July 10 for Summer II, will have their classes voided. (May mini-term courses must be paid for by May 12, or classes will be voided.)**

**Visit your Academic Success Center (McCullough Hall) for assistance.**
MSU ADMISSIONS – MSU students who were not enrolled in Spring 2014 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, 2014; Regular Deadline – May 15, 2014
   Summer II: Priority Date – June 1, 2014; Regular Deadline – June 15, 2014
   (May Mini-Term students not enrolled at MSU Spring 2014, must apply for admission by April 28, and email Admissions at admissions.mwsu.edu.)
   Applications will not be accepted after the printed deadline without individual approval.
   Late applicants will be assessed a $25.00 late registration fee.
   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.)
   • Transcripts and other credentials needed to render an admission decision must be received prior to regular registration dates (page 5).

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 2014 must reactivate their files and submit an application for readmission with the $10 matriculation fee.
   Deadline to avoid payment of a late fee (assessed upon registration) is Summer I: May 15, 2014; Summer II: June 15, 2014. (May Mini-Term students not enrolled at MSU Spring 2014, must apply for admission by April 28, and email Admissions at mailto:admissions.mwsu.edu.)
   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, 2014, 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 2014 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 16-17. Contact MSU Admissions. No appeal for readmission will be granted after June 17.
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 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 & 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, 2014; Summer II: June 15, 2014, 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 (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.

SUMMER I STUDENTS

Day Orientation
Thursday, May 29, 2014
9:00 a.m. (check-in at 8:30 a.m.)
Clark Student Center Atrium

Students must RSVP for orientation at http://www.mwsu.edu/student-life/development/orientation after being accepted for admission and completing their TSI and meningitis immunization requirements.

SUMMER II STUDENTS

Day Orientation
Thursday, July 3, 2014
9:00 a.m. (check-in at 8:30 a.m.)
Clark Student Center Shawnee Theater

Spirit Days (see below)
June 18, 2014 (Transfer Day)
June 22 – 23, 2014

Students will see an advisor and register during orientation! The advising and registration process could last until 6:00 p.m.

The advising and registration process could last until 6:00 p.m.

Students must RSVP for orientation at http://www.mwsu.edu/student-life/development/orientation after being accepted for admission and completing their TSI and meningitis immunization requirements.

SPIRIT DAYS

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 through which students not only receive vital information and become eligible to register early for classes, 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!

Information on registration for Spirit Days will be sent beginning March 2014 to eligible 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).

ORIENTATION FOR NEW DISTANCE LEARNING STUDENTS

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.)

Website: http://www.mwsu.edu/student-life/development/orientation/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. 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 21. 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 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 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 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 28, 2014, 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 27, 2014, 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 29, 2014, 10:00 a.m. - 11:00 a.m.
PLACE: Bolin Hall, Room 101
STUDENTS NOT ENROLLED IN SPRING 2014 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.

### SUMMER I*

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>Returning Students</td>
<td>All classifications/alpha, 7:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>May 15–28</td>
<td>Returning Students</td>
<td>All classifications/alpha</td>
</tr>
<tr>
<td>May 29</td>
<td>New &amp; Returning Students</td>
<td>All classifications/alpha</td>
</tr>
<tr>
<td></td>
<td><em>(New undergraduate students must attend orientation on May 29 prior to registration. See page 4.)</em></td>
<td></td>
</tr>
<tr>
<td>May 30</td>
<td>New &amp; Returning Students</td>
<td>All classifications/alpha, 7:00 a.m. – 6:00 p.m.</td>
</tr>
</tbody>
</table>

### SUMMER II*

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 12</td>
<td>Returning Students</td>
<td>All classifications/alpha, 7:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>May 15–July 2</td>
<td>Returning Students</td>
<td>All classifications/alpha</td>
</tr>
<tr>
<td>July 3</td>
<td>New &amp; Returning Students</td>
<td>All classifications/alpha, 7:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td><em>(New undergraduate students must attend orientation on July 3 prior to registration. See page 4.)</em></td>
<td></td>
</tr>
</tbody>
</table>

*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 2014) 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 4. New undergraduate students are required to attend orientation (see page 3) 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 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. (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 6:00 p.m., Monday, May 12, 2014, for May mini-term. Payment arrangements must be made with the Business Office by 6:00 p.m., Friday, May 30, 2014, for Summer I; and Monday, July 7, 2014, 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 5 for Summer I and Thursday, July 10 for Summer II, will have their classes voided. (May mini-term courses must be paid for by May 12, or classes will be voided.) Students voided will be subject to late registration and reinstatement fees.

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

IMPORTANT NOTES:

- Pay all tuition and fees or make payment arrangements by going to www.mwsu.edu/onlinepayments by 6:00 p.m., Friday, May 30, for Summer I; and Monday, July 7 for Summer II, to prevent classes from being voided. (May mini-term courses must be paid for by May 12, 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

REGISTERING BEFORE THE SCHEDULED TIME IS NOT PERMITTED!

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

Students may have another person register for them at their scheduled times if that is more convenient. Any person registering for another is required to pay the appropriate fees and have all necessary documents: validated MSU I.D. card, Mustangs I.D. number, driver's license, and advisor-approved schedule. CAUTION: To protect student privacy, PIN numbers should not be released to another person.

Concurrent Enrollment in Two Colleges or Universities

Students who will be enrolled at MSU and another college during the same term must complete the Request for Concurrent Enrollment form at http://www.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.
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 5 (SUMMER I) OR THURSDAY, JULY 10 (SUMMER II), OR CLASSES WILL BE VOIDED!

(May mini-term courses must be paid for by May 12, or classes will be voided.)

### 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 billing and email addresses with the Business Office. All payments are due in accordance with university payment schedules regardless of returned emails.

**Graduate courses are $40.00 per semester credit hour above the statutory minimum rate.**

<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>2,812.94</td>
<td>3,592.94</td>
<td>7,060.94</td>
</tr>
<tr>
<td>11</td>
<td>2,590.82</td>
<td>3,305.82</td>
<td>6,484.82</td>
</tr>
<tr>
<td>10</td>
<td>2,368.70</td>
<td>3,018.70</td>
<td>5,908.70</td>
</tr>
<tr>
<td>9</td>
<td>2,146.58</td>
<td>2,731.58</td>
<td>5,322.58</td>
</tr>
<tr>
<td>8</td>
<td>1,924.46</td>
<td>2,444.46</td>
<td>4,756.46</td>
</tr>
<tr>
<td>7</td>
<td>1,702.34</td>
<td>2,157.34</td>
<td>4,180.34</td>
</tr>
<tr>
<td>6</td>
<td>1,480.22</td>
<td>1,870.22</td>
<td>3,604.22</td>
</tr>
<tr>
<td>5</td>
<td>1,248.10</td>
<td>1,573.10</td>
<td>3,018.10</td>
</tr>
<tr>
<td>4</td>
<td>1,015.98</td>
<td>1,275.98</td>
<td>2,431.98</td>
</tr>
<tr>
<td>3</td>
<td>783.86</td>
<td>978.86</td>
<td>1,845.86</td>
</tr>
<tr>
<td>2</td>
<td>551.74</td>
<td>681.74</td>
<td>1,259.74</td>
</tr>
<tr>
<td>1</td>
<td>319.62</td>
<td>384.62</td>
<td>673.62</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 12, 2014.

**Payment for Summer I is due:** Friday, May 30, 2014

**Payment for Summer II is due:** Monday, July 7, 2014.

**Students may select one of the following payment options (No later than 6:00 p.m., Thursday, June 5 (Summer I) and Thursday, July 10 (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](http://www.mwsu.edu/onlinepayments).
2. MSU Business Office accepts cash, checks, money orders, MasterCard, Visa, 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 Friday, May 30 for Summer I; and Monday, July 7 for Summer II. A non-refundable fee of $22.50 is assessed for this payment option. Studentsvoided 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., Friday, May 30 for Summer I; and Monday, July 7 for Summer II.
   b. One-half (1/2) on or before 6:00 p.m., Wednesday, June 18 (Summer I) and Wednesday, July 23 (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/paymentplans](http://www.mwsu.edu/busoffice/paymentplans) 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 18 (Summer I) and July 23 (Summer II). The ETFL must be applied to the student’s account on/before 6:00 p.m., Thursday, June 5 (Summer I) and Thursday, July 10 (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 18 and July 23 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/paymentplans](http://www.mwsu.edu/busoffice/paymentplans)) or the ETFL contract at the Business Office by 6:00 p.m., Thursday, June 5 (Summer I) and Thursday, July 10 (Summer II), or classes will be voided.
FINANCIAL INFORMATION CONTINUED

OTHER FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room rates*</td>
<td></td>
</tr>
<tr>
<td>Board Plan (10 meals)</td>
<td>300.00</td>
</tr>
<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 fee</td>
<td>22.50</td>
</tr>
<tr>
<td>Loan Origination fee</td>
<td>22.50</td>
</tr>
<tr>
<td>Reinstatement fee/Late Reg.</td>
<td>50.00</td>
</tr>
<tr>
<td>Returned check fee</td>
<td>15.00</td>
</tr>
<tr>
<td>Vehicle registration</td>
<td><strong>25.00</strong></td>
</tr>
</tbody>
</table>

**Summer decal only. However, if a Fall 2013 or Spring 2014 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](http://www.mwsu.edu/housing/rates).

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: 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 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 change of degree programs can also affect this status.

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 2014 are listed below.

<table>
<thead>
<tr>
<th>College</th>
<th>Hour Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dillard College of Business Administration</td>
<td>8.00</td>
</tr>
<tr>
<td>West College of Education</td>
<td>16.00</td>
</tr>
<tr>
<td>Fain College of Fine Arts</td>
<td>15.00</td>
</tr>
<tr>
<td>Gunn College of Health Sciences and Human</td>
<td>23.00</td>
</tr>
<tr>
<td>Services (COHSHS)</td>
<td></td>
</tr>
<tr>
<td>Prothro-Yeager College of Humanities and</td>
<td>11.00</td>
</tr>
<tr>
<td>Social Sciences (COHSS)</td>
<td></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>

Differential Instructional Enhancement Fees

- Dental Hygiene courses: 32.00
- Engineering courses: 9.00
- Nursing courses: 25.00

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 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](http://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 5 for Summer I and Thursday, July 10 for Summer II, will have their classes voided. (May mini-term courses must be paid for by May 12, 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 7 – May 8</td>
<td>No</td>
<td>May 12</td>
</tr>
<tr>
<td>May Mini-Term</td>
<td>May 12</td>
<td>No</td>
<td>May 12</td>
</tr>
<tr>
<td>Summer I</td>
<td>April 7 – May 8; May 12</td>
<td>Yes</td>
<td>May 30</td>
</tr>
<tr>
<td>Summer I</td>
<td>May 15 – 21</td>
<td>Yes</td>
<td>May 30</td>
</tr>
<tr>
<td>Summer I</td>
<td>May 22 – 30</td>
<td>No</td>
<td>May 30</td>
</tr>
<tr>
<td>Summer I</td>
<td>April 7 – May 8; May 12</td>
<td>Yes</td>
<td>July 7</td>
</tr>
<tr>
<td>Summer II</td>
<td>May 15 – June 25</td>
<td>Yes</td>
<td>August 15</td>
</tr>
<tr>
<td>Fall</td>
<td>August 7 – 10</td>
<td>No</td>
<td>August 22</td>
</tr>
<tr>
<td>Fall</td>
<td>August 25 – 27</td>
<td>No</td>
<td>August 27</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 that do not check their emails, do not have updated contact information, or claim they had no knowledge of payment dates.

FINANCIAL AID

Students who have been approved to receive grants, scholarships, and/or loans will have these funds electronically applied to tuition and fees 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](http://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 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, the 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, loans, and/or scholarships 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 13).
- 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](mailto: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 5 (Sim I) and July 10 (Sim II); failure to do so will result in summer classes being voided. (May mini-term courses must be paid for by May 12, 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/financialplans](http://www.mwsu.edu/busoffice/financialplans). 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/financialplans](http://www.mwsu.edu/busoffice/financialplans)) or the ETFL contract at the Business Office by 6:00 p.m., Thursday, June 5 (Summer II) and Thursday, July 10 (Summer II), 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.

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 5 for Summer I; July 10 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
**REGISTRATION FEE REFUNDS**

PLEASE NOTE: There is a difference in official withdrawal refunds versus dropped course refunds as follows:

**WITHDRAWAL REFUNDS:**

Withdrawing = Dropping all courses.

Students officially withdrawing from all courses at the University are eligible for refunds of tuition and fees according to the following schedule:

<table>
<thead>
<tr>
<th>Term</th>
<th>Prior to first class day</th>
<th>Date Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SUMMER TERM</td>
<td></td>
<td>April 7 – June 5, 2014</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After June 5, 2014</td>
<td>0%</td>
</tr>
<tr>
<td>SECOND SUMMER TERM</td>
<td></td>
<td>April 7 – July 10, 2014</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>After July 10, 2014</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Date Range</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SUMMER TERM</td>
<td>April 7 – June 5, 2014</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>After June 5, 2014</td>
<td>0%</td>
</tr>
<tr>
<td>SECOND SUMMER TERM</td>
<td>April 7 – July 10, 2014</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td>After July 10, 2014</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

**Procedure to drop class:**

**Summer I:** April 7 – May 8; May 12, 15 – 30

Summer II: April 7 – May 8; May 12; May 15 – July 3

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).

<table>
<thead>
<tr>
<th>Term</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I</td>
<td>June 2 – June 18, 2014, (or through July 10th for the 10 week long summer term)</td>
</tr>
<tr>
<td>Summer II</td>
<td>July 7 – July 23, 2014</td>
</tr>
</tbody>
</table>

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 5 for Summer I, and after July 10 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](http://www.mwsu.edu/onlinepayments) TO PROVIDE THE BANKING INFORMATION.
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 2014, 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 10 and July 12, 2014**; 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. 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, 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://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, 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
   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 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.

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 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 Summer 2014 can be found at http://www.mwsu.edu/registrar/schedule/summer.

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>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>
</tr>
<tr>
<td>Admissions Information</td>
<td>3</td>
</tr>
<tr>
<td>Alternatives to the Scheduled Time</td>
<td>7</td>
</tr>
<tr>
<td>Auditing a Class</td>
<td>13</td>
</tr>
<tr>
<td>Billing Information</td>
<td>8-10</td>
</tr>
<tr>
<td>Books – Link to Textbooks</td>
<td>11</td>
</tr>
<tr>
<td>Calendar of Dates</td>
<td>1</td>
</tr>
<tr>
<td>Change of Address</td>
<td>13</td>
</tr>
<tr>
<td>Change of Schedule: Prior to 1st Class Day</td>
<td>2, 6</td>
</tr>
<tr>
<td>Concurrent Enrollment Information</td>
<td>7</td>
</tr>
<tr>
<td>Deadline to Drop or Withdraw with a “W”</td>
<td>1, 12</td>
</tr>
<tr>
<td>Directory Information</td>
<td>14</td>
</tr>
<tr>
<td>Disabled Students</td>
<td>13</td>
</tr>
<tr>
<td>Distance Learning Student Orientation</td>
<td>4</td>
</tr>
<tr>
<td>Drop/Add Information</td>
<td>2, 6</td>
</tr>
<tr>
<td>Drop Deadline with “W”</td>
<td>1, 12</td>
</tr>
<tr>
<td>Dropped Course Refunds</td>
<td>12</td>
</tr>
<tr>
<td>Early Registration</td>
<td>2</td>
</tr>
<tr>
<td>Emergency Tuition &amp; Fee Loan</td>
<td>8</td>
</tr>
<tr>
<td>Excess Hours Beyond Degree Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>14</td>
</tr>
<tr>
<td>Fees</td>
<td>8-9</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>8, 10</td>
</tr>
<tr>
<td>Financial Information</td>
<td>8-10</td>
</tr>
<tr>
<td>Important Notes</td>
<td>7</td>
</tr>
<tr>
<td>Installment Plan</td>
<td>8</td>
</tr>
<tr>
<td>Instructional Enhancement Fees</td>
<td>9</td>
</tr>
<tr>
<td>Internet Courses</td>
<td>14</td>
</tr>
<tr>
<td>Loans</td>
<td>8, 10</td>
</tr>
<tr>
<td>MAC (Mustangs Advising Center)</td>
<td></td>
</tr>
<tr>
<td>May Mini-Term Courses ... (in a separate PDF document)</td>
<td></td>
</tr>
<tr>
<td>Meningitis Immunization Requirement ... (in a separate PDF document)</td>
<td></td>
</tr>
<tr>
<td>MSU Alert</td>
<td>13</td>
</tr>
<tr>
<td>Oklahoma Tuition</td>
<td>11</td>
</tr>
<tr>
<td>Orientation</td>
<td>4</td>
</tr>
<tr>
<td>PAA (Pre-Assessment Activity) for TSI</td>
<td>5</td>
</tr>
<tr>
<td>Payment Information</td>
<td>8-10</td>
</tr>
<tr>
<td>Proficiency Exams</td>
<td>5</td>
</tr>
<tr>
<td>Refunds</td>
<td>12</td>
</tr>
<tr>
<td>Registration: Early Regular</td>
<td>2</td>
</tr>
<tr>
<td>Reinstatement Fee</td>
<td>6</td>
</tr>
<tr>
<td>Release of Information</td>
<td>14</td>
</tr>
<tr>
<td>Residency</td>
<td>11</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>9</td>
</tr>
<tr>
<td>SAT Test</td>
<td>5</td>
</tr>
<tr>
<td>Scholarships</td>
<td>9</td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>13</td>
</tr>
<tr>
<td>Spirit Days</td>
<td>4</td>
</tr>
<tr>
<td>State Limitation on Dropped Courses</td>
<td>11</td>
</tr>
<tr>
<td>Suspension (Academic)</td>
<td>3</td>
</tr>
<tr>
<td>Testing Information</td>
<td>5</td>
</tr>
<tr>
<td>Texas Success Initiative (TSI)</td>
<td>5</td>
</tr>
<tr>
<td>Textbook Link</td>
<td>11</td>
</tr>
<tr>
<td>TSI Assessment</td>
<td>5</td>
</tr>
<tr>
<td>Tuition and Fee Refunds</td>
<td>12</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>8-10</td>
</tr>
<tr>
<td>Tuition Determination</td>
<td>11</td>
</tr>
<tr>
<td>Tuition for Excess Hours Beyond Degree Requirements</td>
<td>9</td>
</tr>
<tr>
<td>Tuition for Repeated Hours</td>
<td>9</td>
</tr>
<tr>
<td>U.S. Non-Texas Residents Tuition</td>
<td>8, 11</td>
</tr>
<tr>
<td>Vehicle Registration</td>
<td>9</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>11</td>
</tr>
<tr>
<td>Withdrawal Deadline with “W”</td>
<td>1, 12</td>
</tr>
<tr>
<td>Withdrawal Refunds</td>
<td>12</td>
</tr>
<tr>
<td>Writing Proficiency Requirement/Exam</td>
<td>13</td>
</tr>
</tbody>
</table>