



WELCOME TO MISSOURI WESTERN!

We are happy to welcome you to the Griffon family! This handout provides important information for all high school/university students.

Your Goldlink Account

Missouri Western State University has designated the MWSU e-mail system and the electronic portal Goldlink.missouriwestern.edu as official methods of communication to students, faculty, and staff. As a university student, you **MUST** activate your Goldlink account. Per the MWSU Student Handbook, *“Students are expected to check their e-mail accounts and access the MWSU portal at least once per week.”* Typical e-mail communications sent by MWSU include information regarding enrollment, grades, billing, payments and campus activities.

To activate your account:

- Go to MWSU homepage (www.missouriwestern.edu)
- Click on **Main Menu** (gold box at top right of page)
- Click on **Goldlink** (located under Quicklinks)
- Click on **Activate your Account** (in gold box on left)
- Click on **Account Lookup**

Note: One invoice will be sent via the postal mail per semester. All additional billing inquiries must be accessed through your Goldlink account.

To Access your University Grades

Grades may be accessed online through Missouri Western’s website:

- Log in to your Goldlink account
- Click on **Student Academics** Tab
- In the **Student Records** channel, click **View Final Grades** or **View Unofficial Transcript**

MWSU Student Handbook

Students are expected to read the regulations and policies in both the University Catalog and Student Handbook and conform to them. The Student Handbook contains information such as:

- Student Code of Conduct
 - Includes definitions and consequences of academic dishonesty and forgery/false information.
- General Student Information
- Information Technology Services
 - Includes information on use of the MWSU computer labs
- Library
- Academic Probation & Suspension
 - Students are placed on academic probation if the overall university grade-point average (GPA) drops below 2.0. The Registrar’s office is responsible for notifying students if they are placed on academic probation.**

The Student Handbook can be found at <https://www.missouriwestern.edu/studentaffairs/student-handbook/>

The University Catalog can be viewed at <http://catalog.missouriwestern.edu/>

Center for Academic Support

The Center for Academic Support provides free assistance for Missouri Western students in the following areas: 1) tutoring in math, from College Algebra through Calculus I; 2) tutoring in writing; 3) content tutoring for most courses. Staffed by full-time professionals and trained student tutors, the Center is located in Hearnes Center 213. Operating hours can be found at the CAS website: www.missouriwestern.edu/cas. For more information or to make an appointment, call 816-271-4524.

The Griffon Card

As a university student, you are eligible for a MWSU Student ID card. With your student identification card, you may use the Baker Family Fitness Center at no charge, gain entry to MWSU sporting and cultural events at the student rate (usually no charge), and access the Library. You may obtain your student ID card at the Parking Services office. You may also acquire a temporary parking permit at no cost. (For semester-long courses, the parking permit will expire at the end of your high school semester; for year-long courses, it will expire at the end of your high school year.) To receive your parking permit, please take your completed Parking Permit Request form (attached) to the MWSU Parking Services office, located in Room 100 of Blum Union (next to Barnes & Noble bookstore). **In order to obtain your ID card, you must provide your student G number and a form of identification.** The Parking & Security Services office is open 7:00 a.m. until 5:00 p.m. Monday through Friday.

Dropping your Dual Credit Course

If it is necessary for you to drop out of your Dual Credit course, you will need to speak to your Counselor and/or Instructor at your school. Per the MWSU student handbook, *"Failure to attend classes does not constitute a withdrawal."* **You are responsible to notify the Western Institute Office (816-271-4100) of your course drop/withdrawal and you must complete the required paperwork to process the drop/withdrawal at Missouri Western. If your drop/withdrawal notification has not been processed at Missouri Western, you will receive a failing grade on your official university transcript. Please see the MWSU dual credit/concurrent enrollment website for drop/withdrawal deadlines and refund information:** <https://www.missouriwestern.edu/dualcredit/dropping-or-withdrawing-from-a-course/>

Academic Advisement

As a dual credit student, you have the opportunity to take advantage of advisement services at MWSU. The university advisor can assist you in planning dual credit coursework that will put you on a streamlined and cost-effective path to your career/college degree. While we hope that you plan to graduate from MWSU, we will assist you with general advising even if you plan to transfer your MWSU dual credit courses to another college or university. For advisement assistance, please contact Eric Kramer at 816-271-4113 or ekramer@missouriwestern.edu.

Official Transcript Requests

Missouri Western State University is pleased to offer transcript ordering on-line through the National Student Clearinghouse.

To order your official transcript, please go to the following site:
<https://www.missouriwestern.edu/registrar/transcripts/>

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<https://www.missouriwestern.edu/registrar/transcripts/>

***Important Note:** The schedule for posting dual credit final grades is as follows:

Fall classes: the third Friday in January

Spring & Yearlong classes: the second Thursday in June

If you order your transcript before the above dates, your current grades will not be posted.

Questions?

Contact Stacy Turner at 271-4109 or turner@missouriwestern.edu