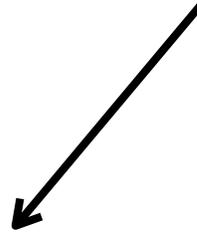
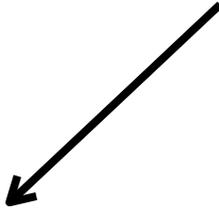


## Enrollment Instructions and Screenshots:

Click on “Student Academics” tab



Click on “Add or Drop Classes” and this will open up the following window:

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

### Registration/Fee Agreement and Contact Information Update

By using the online registration system I hereby agree to the following:

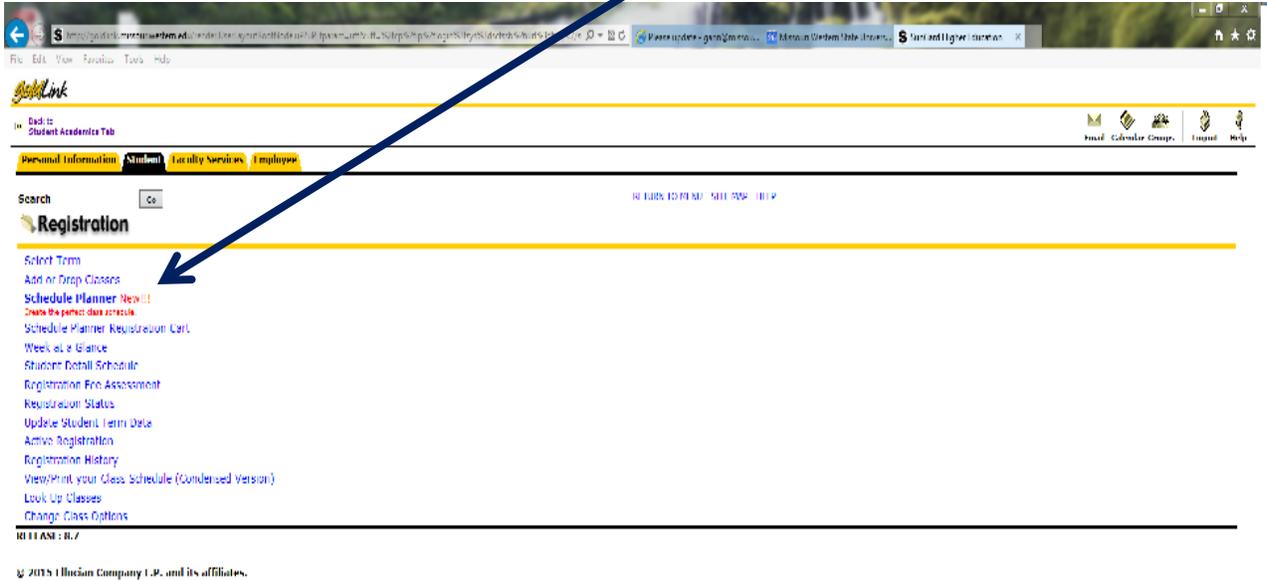
- I accept responsibility for ensuring that all courses for which I register are appropriate to my degree program and class standing.
- I am responsible for the accuracy of all information I submit online to the University.
- I agree to use the online registration system to modify my schedule or notify the Office of the Registrar in writing of any withdrawal or other change that affects my enrollment status in any or all class(es). Questions can be directed to the Registrar's Office, Eder 102, telephone: 816-271-4211, fax: 816-271-4229.
- I further understand that a tuition and fee refund calendar and eligible dates for dropping, adding and withdrawing for each semester are available at <http://www.missouriwestern.edu/registrar/withdrawal.asp>.
- I understand that I am responsible for all charges incurred due to my online registration. If charges are incurred while attending MWSU and it should be necessary for Missouri Western State University to use a collection agency, which is subject to the Fair Debt Collection Practices Act, I agree to pay all collection costs and attorney's fees. I also authorize the University to apply Title IV funds to unpaid institutional charges incurred prior to the current term or aid year up to a maximum of \$200.00. I understand that institutional charges include (but are not limited to) tuition, fees, room and board, and fines (library, parking and traffic fines, non-returned departmental supplies, etc). I hereby expressly consent for MWSU or its billing and collection agent(s) to contact me using electronic media to include; cell phone, auto messaging, text messaging and e-mail.
- I understand that due to federal regulations, my financial aid package is based upon a minimum number of hours of enrollment, and if I fail to meet that minimum requirement after the add/drop period, I will not be eligible for certain aid programs and will be responsible to pay any balance in full prior to participating in future registration periods or obtaining a transcript(s).
- I understand that charges are available for viewing through my GoldLink account. Payments are due as follows: Fall enrollment - on or before July 20th; Spring enrollment - on or before December 20th; Summer enrollment - on or before May 20th. If I fail to meet payment deadlines, I will experience delays in finalizing my registration, may be dropped from my courses and, if applicable, may be removed from campus housing and have my meal plan canceled.
- I understand that the official method of communication for Missouri Western State University is the MWSU e-mail system and the GoldLink portal. If communication is sent via USPS, however, it will be delivered to my current mailing address on file. Addresses and phone numbers should be updated by clicking the link at the bottom of the page.
- I have read this agreement/information and understand it. By clicking the 'accept terms and register' button below, I affix my electronic signature, consent to this agreement, and agree to pay the University my outstanding balance, plus fees and costs, as set forth above.

#### IRS Tax Form 1098-T Tuition Statement

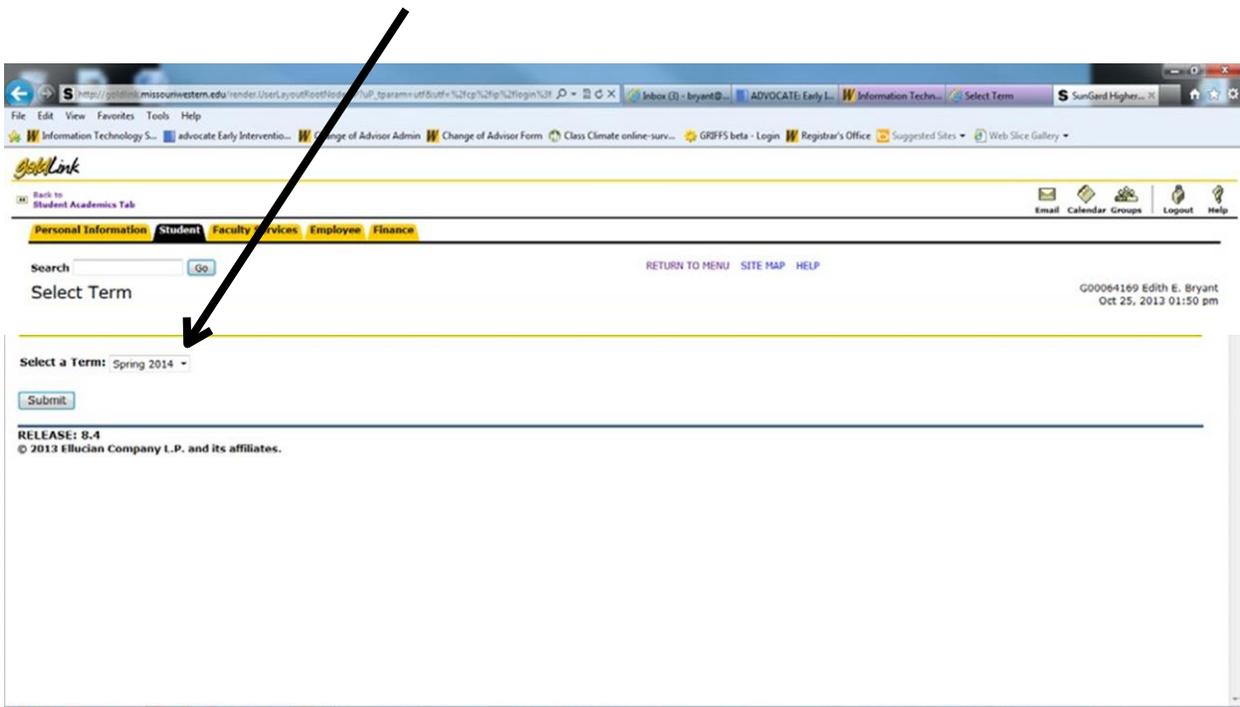
For tax years beginning with 2013 and all subsequent years I will access and print IRS Form 1098-T Tuition Statement through my GoldLink account at <https://goldlink.missouriwestern.edu/cp/home/displaylogin>

At the bottom of this screen is your address and phone number. Please review this and update if needed as this is where any Missouri Western mail will be sent. Once you have read through this Registration/Fee Agreement, you need to click on the box with the red check toward the bottom of the screen.

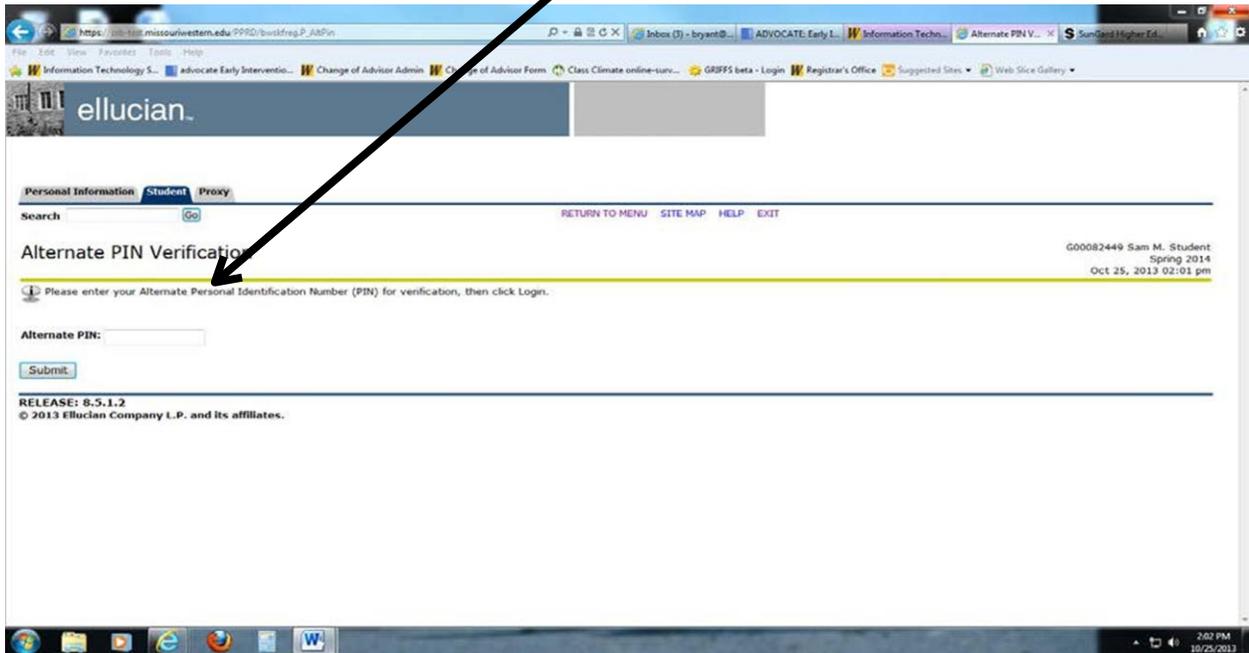
This opens up the Registration window. Now click on “Add or Drop Classes” or “Schedule Planner” here:



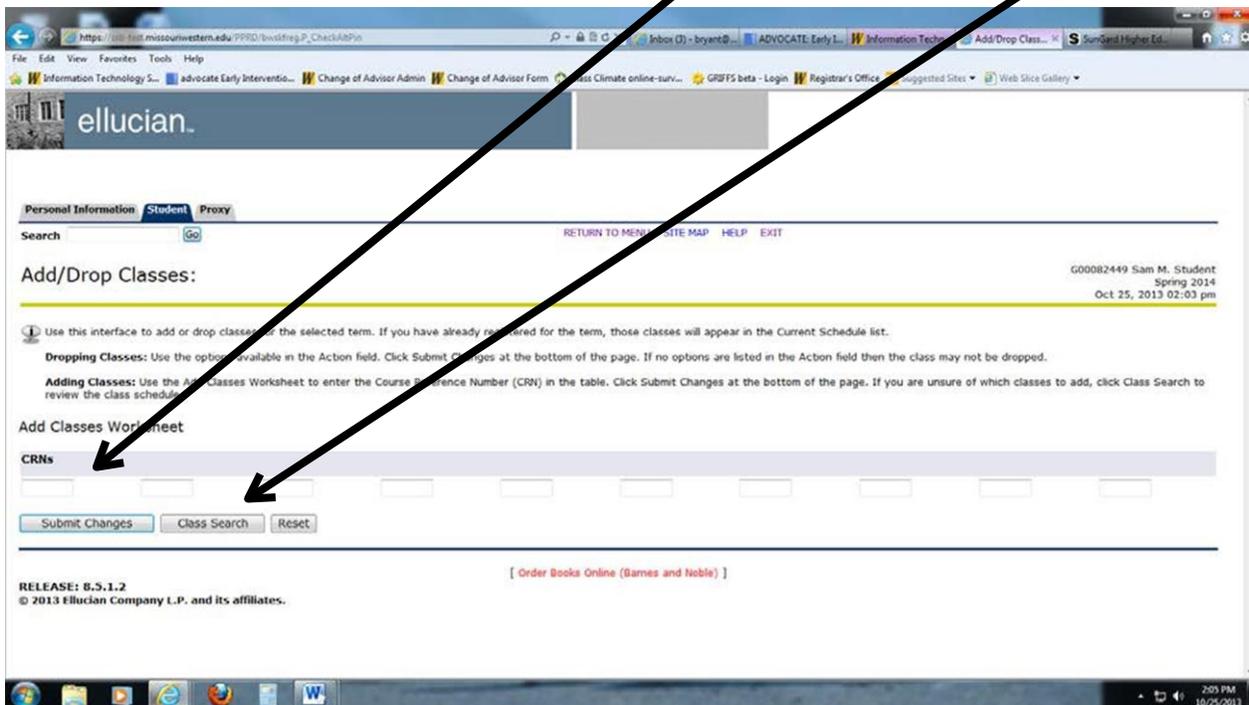
Here you will go to the drop down menu and choose the upcoming semester for registration. Click on “Submit”.



It will ask for your Alternate PIN here. Enter the 4-digit PIN and click on “Submit”.

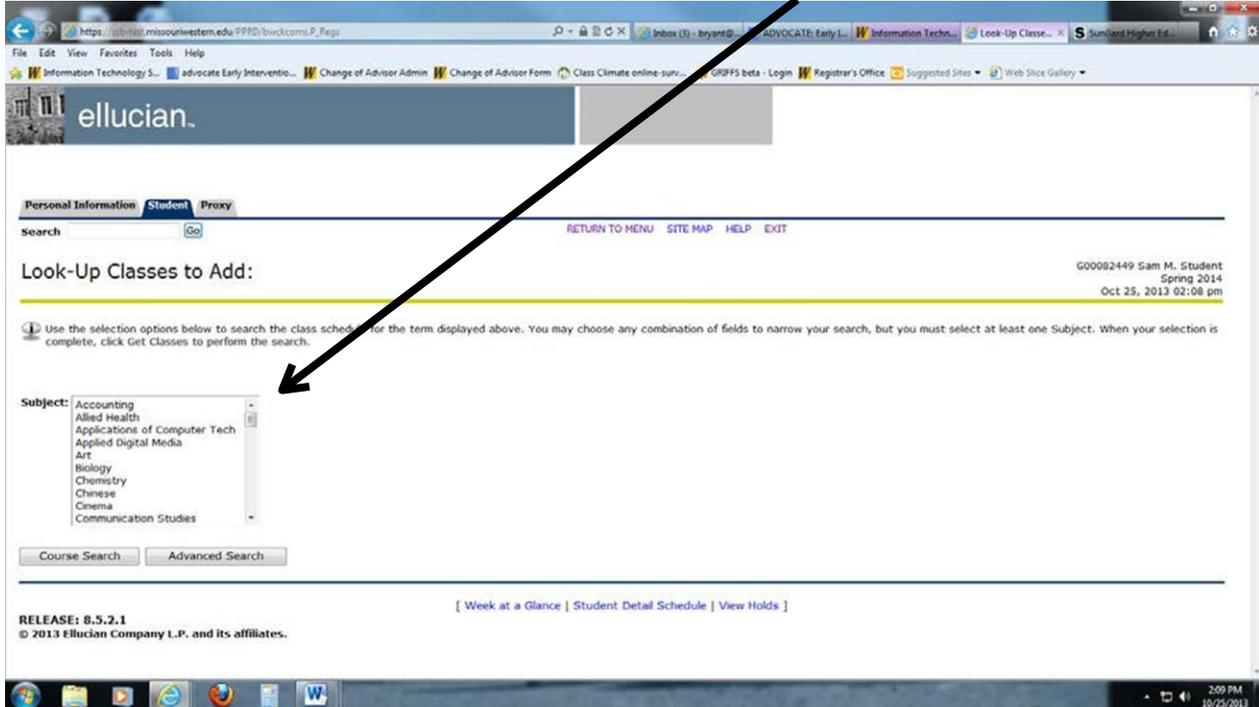


You will then have a window where you can enter the 5-digit CRNs or you can do the class search.

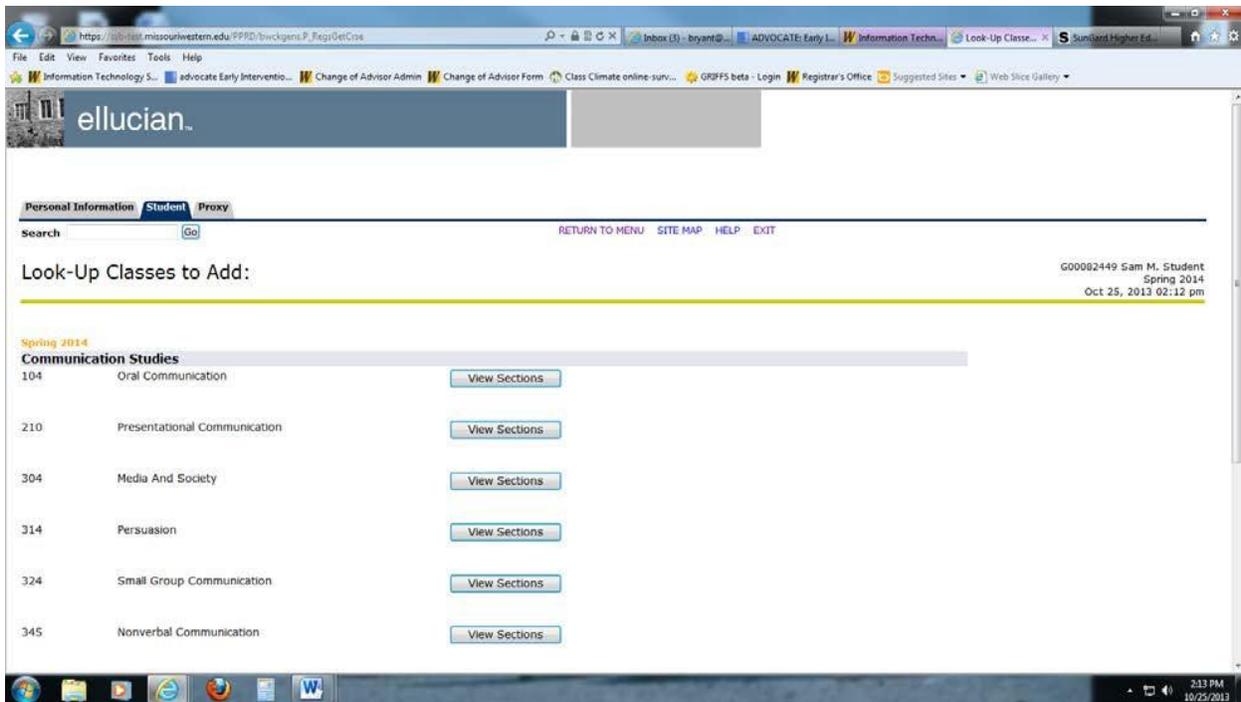


If you enter the 5-digit CRNs, click on “Submit Changes” and all classes that are open will be entered, unless there is a time conflict or the prerequisites have not been met (check for error messages.)

If you are doing a class search, you simply choose the subject area here:



Then click on “Course Search” for a list of classes in that subject area or “Advanced Search” if you want to narrow down the options for each class. If you click on “Course Search” this is the screen that will appear (chosen subject is Communication Studies):



Click on “View Sections” to the right of COM 104 to see what offerings are available for that course. If the course has a box on the left, that section is open. You can see the section numbers, the days/times of the week, how many seats are remaining, the instructor, the start/stop dates of the class, and the room and building. To get registered into a section you simply click on the box of the preferred section and click “Register at the bottom.

**Look-Up Classes to Add:** G00082449 Sam M. Student  
Spring 2014  
Oct 25, 2013 02:14 pm

**Sections Found**  
Communication Studies

Select	CRN	Subj Crse Sec	Cmp Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	21325	COM 104 01 M	3.000	Oral Communication	TR	08:00 am-09:20 am	28	0	28	0	0	0	0	0	0	David Travis McMahan (P)	01/13-05/06	MURPHY 205	Basic Skills
<input type="checkbox"/>	21326	COM 104 02 M	3.000	Oral Communication	TR	09:30 am-10:50 am	28	0	28	0	0	0	0	0	0	David Travis McMahan (P)	01/13-05/06	MURPHY 205	Basic Skills
<input type="checkbox"/>	21327	COM 104 03 M	3.000	Oral Communication	MWF	10:00 am-10:50 am	28	0	28	0	0	0	0	0	0	John Edward Tapia (P)	01/13-05/06	MURPHY 205	Basic Skills
<input checked="" type="checkbox"/>	21328	COM 104 04 M	3.000	Oral Communication	MWF	11:00 am-11:50 am	28	0	28	0	0	0	0	0	0	Mei Zhang (P)	01/13-05/06	MURPHY 205	Basic Skills
<input type="checkbox"/>	21329	COM 104 05 M	3.000	Oral Communication	TR	12:30 pm-01:50 pm	28	0	28	0	0	0	0	0	0	David Travis McMahan (P)	01/13-05/06	MURPHY 205	Basic Skills
<input type="checkbox"/>	21330	COM 104 06 M	3.000	Oral Communication	TR	12:30 pm-01:50 pm	28	0	28	0	0	0	0	0	0	Ronald Capps (P)	01/13-05/06	MURPHY 224	Basic Skills
<input type="checkbox"/>	21331	COM 104 07 M	3.000	Oral Communication	MWF	01:00 pm-01:50 pm	28	0	28	0	0	0	0	0	0	Mei Zhang (P)	01/13-05/06	MURPHY 206	Basic Skills
<input type="checkbox"/>	21332	COM 104 08 M	3.000	Oral Communication	MWF	12:00 pm-12:50 pm	28	0	28	0	0	0	0	0	0	John Edward Tapia (P)	01/13-05/06	MURPHY 224	Basic Skills
<input type="checkbox"/>	21334	COM 104 10 M	3.000	Oral Communication	MWF	09:00 am-09:50 am	28	0	28	0	0	0	0	0	0	Christopher David Bond (P)	01/13-05/06	MURPHY 205	Basic Skills

This will go to a screen that shows you the class(es) you are enrolled in.

**Add/Drop Classes:** G00082449 Sam M. Student  
Spring 2014  
Oct 25, 2013 02:18 pm

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule list.

**Dropping Classes:** Use the options available in the Action field. Click Submit Changes at the bottom of the page. If no options are listed in the Action field then the class may not be dropped.

**Adding Classes:** Use the Add Classes Worksheet to enter the Course Reference Number (CRN) in the table. Click Submit Changes at the bottom of the page. If you are unsure of which classes to add, click Class Search to review the class schedule.

**Current Schedule**

Status	Action	CRN	Subj Crse Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Oct 25, 2013	None	21328	COM 104 04	Undergraduate	3.000	Standard Letter	Oral Communication

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Oct 25, 2013 02:18 pm

**Add Classes Worksheet**

CRNs

To enter the remainder of your classes, you will go through the same process under Class Search and choose your desired sections. If you want to change a class after you have it on your schedule, you can go to the drop-down arrow under the “Action” column and change the drop down to “Web drop-before first day” and it will remove that class from your schedule.

### **CHECK FOR ERROR MESSAGES!**

If the class does not add after checking the box and clicking on “Register”, it could be that you have not met the prerequisites or there is a time conflict. Look for this message:



Right below that it will show whether it was a prerequisite error, time conflict error, link error, program restriction error, etc.

If you get a prerequisite error, you have not taken the class(es) required to take prior to enrolling in the class you are trying to get into.

If you get a time conflict error, this means you are trying to enroll in another class that is at the same time as another class you are already enrolled in. Check the error message for which CRN it is in conflict with and work out the time conflict problems.

If you get a link error, it is because the class you have chosen has a class that is required to be taken with another class. Example: PED 101 lecture requires a PED 101 lab; BIO 101 lecture requires a BIO 101 lab; CHE 310 requires you to take CHE 311 as well, etc. Check the University catalog for these specific requirements.

If you get a program restriction error, this means that you have not met the major program requirements to be enrolled in the course. Check the University catalog for these specific requirements.

If you have any questions regarding registration, please contact the Student Success & Academic Advising Center at 816.271.5990, email [advisor@missouriwestern.edu](mailto:advisor@missouriwestern.edu), or stop by Eder Hall 209.