

# Registration Guide

2020 Fall Semester



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## Go online!

See up-to-date class information at [griff.vn/schedule](http://griff.vn/schedule)

# Telephone Numbers and Locations

Area Code (816) • Main Campus Number 271-4200

## Student Services Offices

Accessibility Resource Center	Eder 203	271-4327	Non-Traditional Student Services	Eder 200	271-4280
Admissions	Eder 101	271-4266	Parking and Security	Blum 100	271-5666
Bookstore	Blum Union	271-4456	Police Department	Blum 201	271-4438
Business Office	Eder 104	271-4324	Registrar's Office	Eder 102	271-4211
Career Development	Blum 210	271-4292	Residential Life	Commons	383-7100
Center for Academic Support	Hearnes 213	271-4524	Student Affairs	Blum 228	271-4432
Counseling Center	Eder 203	271-4327	Student Employment	Popplewell 117	271-4204
Financial Aid	Eder 103	271-4361	Student Engagement	Blum 207	271-4159
Global Center	Eder 101	271-4113	Student Success & Academic Advising Center	Eder 209	271-5990
Graduate Studies	Popplewell 208	271-4394	Testing Center	Eder 203	271-4327
Health Center	Blum 203	271-4495	Veterans Affairs	Eder 103	271-4507
Information Technology	Hearnes 110	271-4354			
International Student Services	Eder 101	271-5981			
Library	Hearnes	271-4360			
Multicultural Education	Blum 207	271-4152			

### Office Hours

University offices are open 8:00 a.m. to 4:30 p.m. Monday-Friday.

## Academic Departments

Academic Affairs	Popplewell 214	271-4364	Health Information Management	Murphy 309	271-5913
Art	Potter 103	271-4282	History/Geography	Popplewell 115	271-5686
Biology	Agenstein 232	271-4379	Honors	Spratt 202	271-4535
Business, Craig School	Popplewell 305	271-4338	Health, Physical Ed. & Recreation	Looney 214	271-4491
Chemistry	Agenstein 332	271-4393	Legal Assistant Program	Wilson 204	271-4454
Communication/Journalism	Murphy 207	271-4490	Liberal Arts & Sciences	Potter 107A	271-4510
Computer Science/Math/Physics	Agenstein 140	271-4288	Military Science	Wilson 122	271-4541
Criminal Justice/Social Work	Wilson 204	271-4293	Music	Potter 114	271-4420
Econ./Political Sci./Sociology	Popplewell 212	271-5870	Nursing/Health Professions	Murphy 309	271-5958
Education	Murphy 111	271-4448	Philosophy/Religion	Popplewell 115	271-5686
Engineering Technology	Wilson 193	271-5820	Physical Therapy Assistant	Murphy 304	271-4379
English/Modern Languages	Eder 222	271-4577	Professional Studies	Popplewell 208	271-4518
Fine Arts	Potter 107	271-4225	Psychology	Murphy 217	271-4444
			Theatre/Cinema/Dance	Potter 100	271-4452

## 2020 Fall Semester Academic Calendar

February 12..... (Wednesday) .....	Advisement begins
February 24..... (Monday).....	Registration begins
August 17..... (Monday).....	Classes Begin
August 11-August 21..... (Monday-Friday) .....	Late Registration/Add Period
August 21..... (Friday).....	Last day to change from "audit" to "credit"
August 24..... (Monday).....	Withdrawal period begins ("W" recorded on transcript)
September 7..... (Monday).....	Labor Day (no classes/campus closed)
September 11..... (Friday).....	Last day to choose A/CR/U (Pass/Fail) Option
October 1..... (Thursday).....	Deadline for Spring graduation application
October 14..... (Wednesday) .....	Spring advisement begins
October 14..... (Wednesday) .....	Mid-term grades due
October 23..... (Friday).....	Last day to withdraw ("W" recorded on transcript)
October 23..... (Friday).....	Last day to change from "credit" to "audit"
October 26..... (Monday).....	Registration begins for Spring
November 19..... (Thursday).....	Last day of classes
November 20-21, 23-24..... (Friday-Saturday and Monday-Tuesday).....	Final Exams
TBA.....	Commencement
November 22-December 2.... (Thursday-Wednesday) .....	Campus Closed
December 8..... (Tuesday).....	Final grades due

# University Notices and University Policies

## Repeating Courses

Students are permitted to repeat any course. (The A/Cr/U option cannot be used to repeat a course in which a prior letter grade of D or F was earned.) When a course is repeated, the original grade remains on the transcript but is excluded (E) from the GPA calculation and the most recent grade is included (I) in the GPA. Topics and related format courses which change in content on a semester-to-semester basis do not apply in this regard.

## E-Mail & Portal Use Policy

Missouri Western State University has designated the Missouri Western GoldLink electronic portal <https://goldlink.missouriwestern.edu> as official methods of communication to students, faculty, and staff. Each student, faculty, and staff member receives a MWSU hosted e-mail account and network login/password. This e-mail account is the primary resource used for MWSU communications between students, faculty, and staff. Official notices and information regarding the University will be sent through the MWSU e-mail system and/or posted on the Missouri Western electronic portal <https://goldlink.missouriwestern.edu>.

The University has determined that use of the MWSU e-mail system and the GoldLink portal is critical to the success of students and employees in daily routines or job performance. Students are expected to check their e-mail accounts and access GoldLink at least once per week. Faculty and staff are expected to check their e-mail accounts and access GoldLink every 1 – 2 business days during active work periods.

Typical e-mail communications sent by MWSU include information regarding enrollment, grades, billing, payments, financial aid, and campus activities. Typical information provided by the Missouri Western GoldLink portal includes personal announcements, campus announcements, messages for targeted audiences, and access to the Banner Self-Service system. It is the responsibility of students, faculty, and staff to stay informed. Therefore, it is expected that students, faculty, and staff access this electronic communication medium to stay informed of the activities of MWSU and to communicate in a timely manner.

## Missouri Western State University is an Equal Opportunity Institution

In keeping with the requirements of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination, Section 504 of the Rehabilitation Act of 1973 in regard to disability discrimination and the Age Discrimination Act of 1975 as to age discrimination, as well as other applicable federal and state laws and regulations as they pertain to discrimination in the areas of age, race, creed, color, religion, sex, national origin, and the disabled, Missouri Western State University follows a policy of nondiscrimination in the aforementioned areas in regard to all employment practices and to the awarding of student financial aid as well as recruitment, admission, housing, placement, and retention of students. The Title IX Coordinator is Adam McGowan, Student Affairs and Equal Opportunity Officer is Sara Freemyer, Director of Human Resources. The Section 504-ADA Coordinator is Michael Ritter, Disability Service Coordinator.

## FERPA

### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which sets forth requirements aimed at protecting the privacy of educational records. Education records are defined as those records which directly relate to a student and are maintained by an educational agency or institution or by a party acting on behalf of that institution. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements.

#### **Students have the following inherent rights under FERPA –**

1. Control the disclosure of their “education records” to others
2. Inspect and review their “education records”
3. Seek amendment to their “education records”

4. File a complaint with the Department of Education

Once students are enrolled at MWSU, FERPA rights transfer to the student, regardless of the student's age.

***In the absence of an official request, information contained in a student's records remains confidential between the student and MWSU and will not be released to third parties without the consent of the student, with the following exceptions:***

- as directory information;
- to school officials with legitimate education interest;
- to schools which the student is seeking admission;
- to organizations conducting studies of or on behalf of educational institutions;
- to federal, state or local education authorities;
- in connection with the receipt of financial aid;
- to accrediting agencies;
- to comply with a judicial order or subpoena;
- in health or safety emergencies;
- results of a disciplinary hearing to an alleged victim of a crime of violence;
- to parents of students under the legal drinking age if caught possessing or using alcohol or drugs.

#### **Missouri Western State University defines directory information as:**

- name;
- mailing address;
- phone numbers;
- campus e-mail address;
- date of birth (month/day);
- major or field of study;
- date of attendance;
- enrollment status;
- anticipated graduation date;
- classification;
- degrees awarded;
- honors awarded;
- previous institutions attended;
- participation in activities/sports;
- weight/height of athletes.

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar (Eder Hall 102). A hold will not apply retroactively and will remain valid until the student submits notification in writing, stating otherwise. Western assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

Request for records inspection should be directed to the official in charge of maintaining the record. The personally identifiable educational records of each student and former student maintained by the university are open for inspection by the student, except in limited cases where privacy, confidentiality, or professional privileges of another person is involved.

The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must establish by a preponderance that the record is inaccurate. If desired, the student may submit a written explanation of a record's content, which then becomes a part of the record.

Additional information regarding FERPA may be obtained from the Office of the Registrar, Eder 102.



## Admissions

If you wish to take credit courses at Missouri Western State University, you must first be admitted to the institution through one of the four categories below. You will not be officially admitted to the University until your admission file is complete. Placement tests may be required prior to registering for classes.

You are encouraged to take the ACT or SAT as early as possible. You can indicate four schools to which you would like your scores sent. Please include Missouri Western's code, **2344 for ACT or 6625 for SAT**, so that your results will be sent to us.

Students will be evaluated based on their prior academic record to determine enrollment eligibility. Some students may have limitations placed on their enrollment.

### 1. First Time in College (Seeking a degree at Missouri Western)

#### High School Graduate

If you graduated from an accredited high school and have never attended a community college, college or university, you must provide:

1. Application for admission
2. Official ACT or SAT test results.  
Students age 20 and older are not required to submit ACT or SAT scores to complete their admissions file; however, placement tests may be required in some subjects.
3. A sixth-semester high school transcript followed by a final complete high school transcript with graduation date

#### GED or HSE (Hi-set)

If you have passed the test of high school equivalency and have never attended a community college, college or university, you must provide:

1. Application for admission
2. Official ACT or SAT test results.  
Students age 20 and older are not required to submit ACT or SAT scores to complete their admissions file; however, placement tests may be required in some subjects.

3. Official Equivalency Certificate awarded upon successful completion of the General Education Development Test (GED) or High School Equivalency (HSE)

### International Student

If you are an international student (usually residing in a foreign country) for whom an I-20 form must be issued to allow entry into this country for the purpose of attending Missouri Western, you must provide:

1. Application for admission
2. \$50 application fee (one-time fee, required only upon initial application to Missouri Western)
3. Results of the Test of English as a Foreign Language (TOEFL) — a minimum score of 72 on the internet based test, or 5.5 on the International English Language Test System (IELTS)
4. Official secondary school transcripts with English translation of all coursework. The records must indicate secondary education completion and graduation;
5. International students transferring from other U.S. colleges or universities must submit official and complete transcripts from each institution to determine eligibility. If the student has studied outside of the U.S., they must submit official and complete transcripts from each institution and course descriptions to determine college credit. If the documents are not in English, the student must also provide an English translation. If the student chooses not to provide transcripts and course descriptions, the student must arrange and pay for a course by course evaluation from a NACES accredited evaluation provider such as WES at wes.org;
6. Financial Support Form and verification of financial resources (students must make payment by the first day of classes).

**Note:** Health insurance is required of all international students with a F1 or J1 visa status. The cost of the required coverage will be applied to the student's account upon registration.

Priority deadline for the receipt of all admission requirements for international students is May 15.

### 2. College Transfer (Seeking a degree at Missouri Western)

If your last attendance was a community college, college or university other than Missouri Western, you must provide:

1. Application for admission
2. Official transcript from each community college, college and university attended
3. If you have earned less than 24 credit hours, you will be required to submit an official high school transcript and ACT or SAT scores.

International students transferring to Missouri Western from other U.S. institutions must contact the Office of Admissions for information regarding additional admission requirements.

#### Grade Transfer

College grades earned at accredited institutions will be treated as if earned at Missouri Western.

#### Transfer Credit

Missouri Western accepts unlimited lower division transfer hours (100-200 level) from accredited two-year colleges. All students must earn a minimum of 120 credit hours.

## Residence Requirement

Transfer students seeking a bachelor's degree must complete at least 30 of their last 45 credits at Missouri Western (exclusive of credit by examination). A minimum of nine credit hours of the residence requirement must be in the major field. Education majors must also include student teaching in the residence requirement.

Transfer students seeking an associate degree must complete 20 of the last 30 credits at Missouri Western (exclusive of credit by examination). A minimum of six credit hours of the residence requirement must be in the major field.

## 3. Returner to Missouri Western (Seeking a degree at Missouri Western)

If you previously attended Missouri Western, you must provide:

1. Application for admission
2. Official transcript from any other community college, college or university since last attending Missouri Western
3. Payment of any prior financial obligation to Missouri Western

A returning student with a complete file and accepted status will be eligible to register online beginning March 20.

## Teacher Certification

If you are seeking postgraduate teacher certification, you are required to provide information as a college transfer or returning Missouri Western student as indicated above.

## 4. Special Student (Not seeking a degree at Missouri Western)

**Note:** You do not qualify for federal financial assistance as a special student.

You are a special student if you are not seeking a degree at Missouri Western but desire to enroll in credit courses. A special student with a complete file and accepted status will be eligible to register online beginning May 1.

**If you do not wish coursework to be degree applicable and are attending for self-enrichment, you must provide:**

1. Application for admission

## Visiting High School Student

If you have completed the junior year of high school and are seeking attendance at Missouri Western on a part-time basis concurrent with your high school attendance, you must provide:

1. Application for admission
2. Certification from the high school principal (required each term prior to registration)

## Visiting College Student

If you are attending another college or university and wish to take classes at Missouri Western and transfer the Missouri Western coursework to the parent institution for degree applicability, you must provide:

1. Application for admission
2. An unofficial transcript or letter of "Good Standing" from the parent institution

**A student under suspension from Missouri Western is ineligible to be admitted in this category. A student admitted in this category who later decides to seek a degree at Missouri Western must re-apply for admission in the appropriate admission category. Consult the Office of Admissions (Eder Hall 101). All applicable credit earned while a special student will be applied to the new admission status.**

# Registration Information Instructions

Please carefully read all information contained in this publication and follow directions for proper admission and registration.

Students are expected to read the regulations and policies in both the University Catalog and the Student Handbook and to conform to them. The student, not the University or a member of the faculty or staff, is primarily responsible for knowing the regulations and policies, and for meeting the requirements for a degree or certificate.

## Course Numbering System

000-099: Not degree applicable	300-399: Junior
100-199: Freshman	400-499: Senior
200-299: Sophomore	500-699: Graduate

## Methods of Enrollment

Select one of the following options to enroll:

### **OPTION ONE: Priority Registration** **February 24, 2020 - August 21, 2020** **(ends at 4:30 pm)**

This option is available to currently enrolled degree-seeking students only.

#### **Procedures:**

1. Students should go to their assigned advisor prior to self-enrolling. Some departments may establish appointments.
2. The student will receive the following from their advisor:
  - a. Assistance with course selection;
  - b. Initial date of registration eligibility;
  - c. Alternate PIN - necessary to access the registration system.

### **Priority Registration Schedule**

When figuring your total hours, you should combine current enrollment and previous hours earned. (Your advisor can tell you your proper registration classification.)

- **Associate and Baccalaureate Graduates and Seniors** (90 hrs or more) Begins Monday, February 24, 2020, 7:00 am
- **Juniors** (60-89 hrs) Begins Thursday, February 27, 2020, 7:00 am
- **Sophomores** (30-59 hrs) Begins Monday, March 2, 2020, 7:00 am
- **Freshman** (Less than 30 hrs) Begins Wed., March 4, 2020, 7:00 am

The final date for online self-enrollment is Friday, August 21, 2020 (ends at 4:30 pm).

### **OPTION TWO: New Student Registration**

First-time freshmen are required to attend and new transfer students may attend a Griffon Orientation (GO) program to receive advisement and register for courses. These registration programs are held in June, July and early August. Applicants must have a complete file by August 1 in the Admissions Office in order to take advantage of this option and avoid late fees.

#### **Procedures:**

1. Applicants will receive an invitation to a New Student Registration program with instructions on how to sign up for a program online.
2. At the end of the sign-up process, the student will receive a confirmation with their check-in time and program details.

### **OPTION THREE: Early Registration**

Transfer students, returning students and non-degree seeking students may register on-line or by appointment (subject to department availability) during the following dates:

- Transfer students (advising appointment required):  
March 20, 2020 - August 16, 2020
- Returning students: March 20, 2020 - August 16, 2020
- Non-degree seeking students: May 1, 2020 - August 16, 2020

#### **Procedures:**

1. Applicants will receive a letter detailing the procedures for registration and advisement.
2. Current non-degree seeking students may register on-line or through the Registrar's Office, Eder Hall 102.

### **OPTION FOUR: Late Registration**

**August 17, 2020 - August 21, 2020 (ends at 4:30 pm)**

*Note: Degree-seeking students may complete late registration on August 17 only. Nondegree-seeking students may register late through August 21.*

#### **Procedures:**

1. Initiate admission process in the Admissions Office (Eder Hall 101).
2. New students must meet with an advisor for scheduling assistance.
3. Advisor will process registration or, with an advisor signature, the student may present the desired course selection list to the Registrar's Office (Eder Hall 102).

### **Registrar's Office Hours for Late Registration and Schedule Adjustment**

Monday - Friday, August 17-21:  
8:00 am to 4:30 pm



## Senior Citizen Registration

Persons 65 years of age or older may register for undergraduate courses as a non-degree seeking student without payment of tuition but may be subject to fees and other expenses. All Senior Citizens should make their status known to the Financial Aid Office (Eder Hall 103) during registration to assure correct fee assessment.

## Add/Drop

Registered students with an Alternate PIN may add and drop classes on-line during the first week of classes. Students requiring assistance should come to the Registrar's Office (Eder Hall 102) during the schedule adjustment hours. All schedule adjustments must be made by 4:30 pm on August 21, 2020.

Students adding classes through the Registrar's Office should consult with the Student Success & Academic Advising Center (Eder Hall 209) to check class/section availability prior to coming to the Registrar's Office.

## Deadlines

- No day class may be added after 4:30 pm on Friday, September 4.
- No evening course may be added after the second class meeting.
- No class may be withdrawn after November 6.
- No course may be dropped once officially completed.

## Off-Schedule Classes

Off-schedule classes do not begin and/or end according to defined term dates. Dates and deadlines for adding, dropping and withdrawing are determined by the individual start and end dates of the class. Please refer to the current class schedule of the Registrar's Office for specific dates.

## Auditing Courses

Students enrolled in a class for credit may change to audit before the end of the tenth week of the Fall semester (October 23, 2020). A change from audit to credit must be completed by the end of the first week of classes (August 21, 2020 at 4:30 pm).

## Selecting A/Cr/U

Students intending to complete courses under the A/Cr/U option may declare through September 11, 2020 in the Registrars Office (Eder Hall 102).

## Withdrawing From the University

Prior to the official first day of school, students may drop all classes on-line or by notifying the Registrar's Office in writing. As of the first day of school students who, for any reason, find it necessary to completely withdraw from the university are required to notify the Registrar's Office, Eder Hall 102, in writing (include student ID number, signature and contact information). The effective date of withdrawal will be the date on which the written notification is received by the Registrar's Office. After the withdrawal deadline a student must petition the Admissions and Graduation Committee, through the Registrar's Office, to withdraw from all or individual classes. Only documented situations, beyond the control of the student will be considered. Failure to submit a formal request for a withdrawal will result in the student receiving failing grades.

## Transcript Activity

The following deadlines affect transcript activity:

- Prior to August 17: drop without entry on transcript.
- August 17 - August 21 at 4:30 pm: drop without entry on transcript.
- August 22 - October 23: drop individual classes with "W" (Withdrawn) on transcript.
- October 23: last day for complete withdrawal.

**Note: These dates may differ for off-schedule classes. Refer to the Registrar's Office for specific dates.**



# MAX'S MART



## **Advisement Information**

### **Advisement Information**

Academic advisement is an integral part of academics at Missouri Western. All students are assigned an advisor who will help provide information regarding degree requirements, semester class selection and career direction. Students should consult with their advisor prior to registration for degree/course planning and in order to obtain an Alternate PIN.

Students who are required to take developmental course work (mathematics-MAT 083, or equivalent; English-ENG 100; or reading-RDG 095) will be expected to complete those courses during their first semester(s) at Missouri Western. Once enrolled in these courses, signature of an advisor from the Student Success & Academic Advising Center (Eder 209) is required to drop ENG 100, MAT 083 and RDG 095. Upon completion of developmental work, students should progress, in the following semester, to the general education English and math requirements, allowing them to complete the general education English and math requirements prior to attempting 60 credit hours.

### **Declaring a Major or Minor**

A student officially declares a major through the academic department in which the major is lodged. A minor may be declared with your major department. Official declaration and completion of a major/minor form should be made as early as possible in a student's college career to avoid misunderstandings concerning curriculum requirements. The basis for degree requirements are those in effect in the university catalog at the time of the filing. Students who are not sure of their degree plans should consult with the Student Success & Academic Advising Center for career planning assistance and with those departments in which they are likely to major.

### **Changing a Major or Minor**

It is important to have the correct major and minor information attached to a student's academic record. A student may complete a Major-Minor Change form through his/her major department and with the approval of an advisor.

### **Who is My Advisor?**

Advisor assignment is completed in your first semester at Missouri Western and is based on your choice of intended major. A student may find his/her advisor through Goldlink under the Student Academic Tab.

### **Changing Advisors**

A student may change advisors by visiting the new advisor or new academic department for assistance with filing the electronic Change of Advisor form.

### **Griffon GPS (Graduation Planning System)**

Griffon GPS is an easy web-based tool which will track a student's progress toward graduation. Students may login through Goldlink>Student Academics>Student Records>Griffon GPS. Keep in mind this is not an official evaluation, but should be used in combination with information received from the academic advisor. Specific instructions for Griffon GPS can be found at [www.missouriwestern.edu/GriffonGPS](http://www.missouriwestern.edu/GriffonGPS).

### **Student Contact Information – Addresses and Telephone Numbers**

Keeping an up-to-date mailing address and telephone number on record at all times is vital for the communication process. Although much of the university communication is sent to the student's campus e-mail address, there is also information which requires personal contact over the telephone or will be mailed. It is the student's responsibility to keep the university informed of any updates. Addresses and telephone numbers may be updated through Goldlink.

# Tuition and Fee Information

## **MWSU does not mail paper billing statements to students.**

**Billings are electronic, with students receiving notice of account statement availability through their Missouri Western e-mail address. As an added service, students can authorize another person, such as a parent, spouse, grandparent, etc. to also receive notification of statement available for viewing.**

## Tuition and Fees

### Payment Due Dates

Students are expected to have all charges for the Spring 2020 semester paid in full by April 20th, 2020. Students are also expected to have Fall 2020 classes paid in full before August 11th, have approved financial aid to cover the full cost, or be enrolled in a tuition payment plan. See Payment Options below. Students who fail to meet either of these criteria may have their Fall 2020 courses dropped.

### Payment Options:

#### 1. Payment in full

- Payment in full by check, debit card or cash in the Business Office, Eder Hall – Suite 104.
- Payment in full online through your Missouri Western GoldLink Account by online check, debit card or credit card.
- Payment in full by accepted financial aid sufficient to pay the full cost of attendance for the semester at the time of enrollment. Accepted financial aid means the student's FASFA file is complete, the student has been offered financial aid AND the student has indicated online his/her acceptance of the financial aid offered. If the student has not accepted financial aid or if the financial aid to be received will not cover the cost of attendance, a payment plan is required.

#### 2. Payment through tuition payment plan (see Business Office web page for details, <https://www.missouriwestern.edu/businessoffice/payments/>)

There is a \$50 enrollment fee per term for a tuition payment plan. A tuition payment plan allows you to take the balance of your account after all applicable financial aid has been applied and make payments during the semester. Notifications of statements available to be viewed are e-mailed on the fifth of each month to your Missouri Western account, with payments due the 20th.

**Failure to pay your account in full or enroll in the payment plan by the due date will result in a late fee(\$100) assessed to your account.**

It is your responsibility to notify the Registrar's Office in writing if your plans for attendance change. Failure to do so will result in your being assessed grades for all courses and full financial obligation for tuition and fees.

### Residency

It is the student's responsibility to register under the proper residence and to pay the proper fees. Petition forms and rules of residency are available online or in the Registrar's Office (Eder Hall 102). A student requesting a change of residency classification for fee purposes must submit an appeal with the Registrar's Office by the end of the first week of classes in order to be considered for the current term. The student will be required to complete a Residency Petition and furnish evidence to support the claim.

### Student Government Association Fee

An SGA Fee is included in the Schedule of Fees to cover the cost of SGA sponsored concerts and cultural events.

## Schedule of Tuition & Fees - Undergraduate

The following tuition and fee schedule is subject to change without notice.

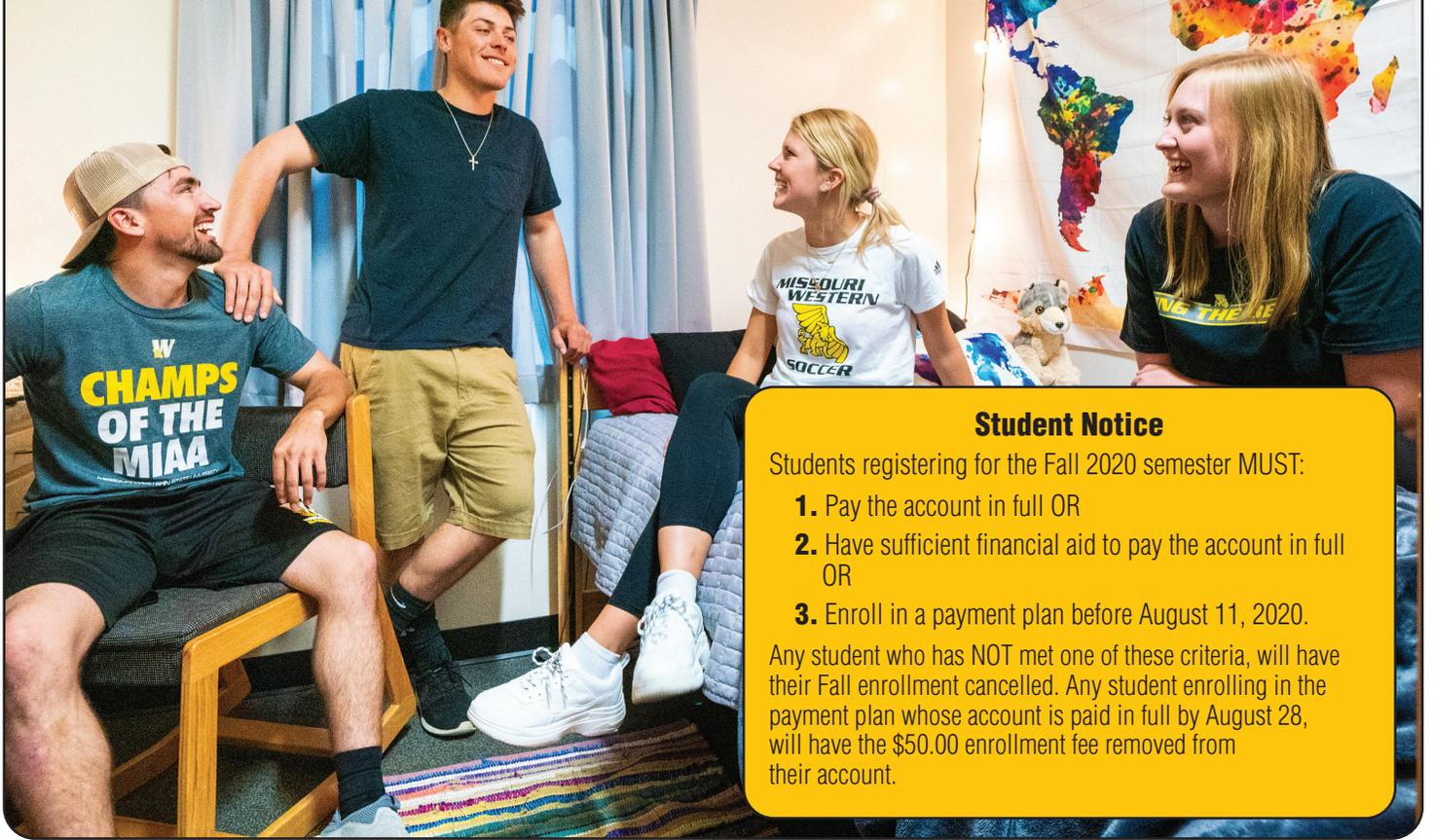
Credit Hrs.	In State:	Out of State:
1	\$ 248.43	\$ 482.43
2	\$ 496.86	\$ 964.86
3	\$ 745.29	\$1,447.29
4	\$ 993.72	\$1,929.72
5	\$1,242.15	\$2,412.15
6	\$1,490.58	\$2,894.58
7	\$1,739.01	\$3,377.01
8	\$1,987.44	\$3,859.44
9	\$2,235.87	\$4,341.87
10	\$2,484.30	\$4,824.30
11	\$2,732.73	\$5,306.73
12	\$2,981.16	\$5,789.16
13	\$3,229.59	\$6,271.59
14	\$3,478.02	\$6,754.02
15	\$3,726.45	\$7,236.45
16	\$3,974.88	\$7,718.88
17	\$4,223.31	\$8,201.31
18	\$4,471.74	\$8,683.74
19	\$4,720.17	\$9,166.17
20	\$4,968.60	\$9,648.60

Additional hrs: \$248.43/hr. in-state; \$482.43/hr. out-of-state.

**Missouri Western scholarships, waivers and A Plus funds do not cover departmental fees, college program fees or distance education fees that may be in charts, lists or tables.** Undergraduate online tuition is \$220.00 per credit hour for Missouri residents and \$454.00 for non-residents. There is an Instructional Support and Technology fee of \$75.00 per credit hour for all online courses. Rates do not include departmental or college program fees.

### Special fees

A listing of general fees and individual course fees can be viewed on the Business Office website at <http://www.missouriwestern.edu/businessoffice>.



**Student Notice**

Students registering for the Fall 2020 semester MUST:

1. Pay the account in full OR
2. Have sufficient financial aid to pay the account in full OR
3. Enroll in a payment plan before August 11, 2020.

Any student who has NOT met one of these criteria, will have their Fall enrollment cancelled. Any student enrolling in the payment plan whose account is paid in full by August 28, will have the \$50.00 enrollment fee removed from their account.

## Schedule of Tuition & Fees - Graduate

The following graduate tuition and fee schedule is subject to change without notice.

Credit Hrs.	In State:	Out of State:
1	\$ 391.43	\$ 678.43
2	\$ 782.86	\$1,356.86
3	\$1,174.29	\$2,035.29
4	\$1,565.72	\$2,713.72
5	\$1,957.15	\$3,392.15
6	\$2,348.58	\$4,070.58
7	\$2,740.01	\$4,749.01
8	\$3,131.44	\$5,427.44
9	\$3,522.87	\$6,105.87
10	\$3,914.30	\$6,784.30
11	\$4,305.73	\$7,462.73
12	\$4,697.16	\$8,141.16

Additional hours: \$391.43/hr. in-state; \$678.43/hr. out of state.

**Missouri Western scholarships, waivers and A Plus funds do not cover departmental fees, college program fees or distance education fees that may be in charts, lists or tables.** Graduate online tuition is \$363.00 per credit hour for Missouri residents and \$412.00 for non-residents. There is an Instructional Support and Technology fee of \$75.00 per credit hour for all online courses. Rates do not include departmental or college program fee.

## Refund Policy

- No refunds are given to students who make schedule changes after the add/drop period, but remain in school.
- Off-Schedule classes do not begin and/or end according to defined term dates. Dates for adding, dropping and withdrawing are determined by the individual start and end dates of the class. Please refer to the current class schedule or the Registrar's Office for specific dates.
- Students completely withdrawing from school will receive a refund of tuition and fees assessed, based upon the withdrawal refund schedule. Withdrawal refunds are computed based upon the date the Registrar's Office receives the completed/correctly executed withdrawal form. Withdrawal computations are not effective the date the student stops attending classes. The refund must be claimed during the semester in which the refund applies.
- A 100% refund will be given for late starting classes dropped before the first day of class.
- **Students receiving financial assistance may be required to pay back all or a portion of funds received according to federal/state regulation(s) or institutional policies.**

### Fall Semester 2020 ..... % of tuition & fees

Complete withdrawal during the first week of classes (Aug. 17 - Aug. 21).....	100% refund
Complete withdrawal during the second or third week of classes (Aug. 22 - Sept. 4).....	50% refund
Complete withdrawal after third week of classes .....	no refund

### Instructions

To institute a complete withdrawal, the student must contact, in writing, the Registrar's Office. Refund authorizations will be forwarded to the Business Office.

### Refund Timetable

Allow approximately three weeks for mailing of the refund check.

## Applying for Financial Aid

### 1. Create Federal Student Aid (FSA) user name and password.

Your FSA ID must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one online at [fsaid.ed.gov](https://fsaid.ed.gov).

### 2. Complete the Free Application for Federal Student Aid (FAFSA).

FAFSA applications are available after October 1st each year. Students may complete the FAFSA online at [studentaid.gov](https://studentaid.gov). Be sure to indicate Missouri Western (school code 002490) as a college choice when completing the application.

### 3. Apply for Western Competitive Scholarships.

Students may apply for Western competitive scholarships beginning in October each year. Unless otherwise specified in the scholarship description, students should complete all application requirements no later than February 1st to be considered. Students may search and apply for scholarships online at [missouriwestern.edu/finaid](https://missouriwestern.edu/finaid).

The priority deadline is February 1st for many federal, as well as, Missouri Western aid opportunities. The FAFSA should be submitted no later than the second week of January to ensure the February 1st priority deadline is met. Applications will continue to be accepted after February 1st. However, program funding may be limited.

## Financial Aid File Review

The federal Central Processing System (CPS) may randomly select FAFSA filers for the verification review process. Missouri Western may also select additional filers for review to ensure accuracy and consistency. Students who are selected for verification by either the CPS or by Missouri Western will be notified via their MWSU email account and will see all required documents listed on [GoldLink](#).

## Financial Aid Eligibility

To be eligible for financial assistance, a student must:

- be accepted for admission and enroll as a degree-seeking student in an eligible program;
- be a U.S. citizen or national, U.S. permanent resident, citizen of the freely Associated States or other eligible non-citizen;
- have a valid Social Security Number;
- be registered for Selective Service (if applicable);
- not be in default on a federal loan or owe an overpayment of federal grant funds; and
- be making Satisfactory Academic Progress.

*High school students taking dual credit coursework, visiting college students who are not seeking a degree from Missouri Western, and self-enrichment students will not be eligible to receive financial assistance.*

### Enrollment Requirements:

- For financial aid purposes, a student's enrollment status will be determined at the end of the official add/drop period each semester.
- Only classes that count toward a degree or certificate may be used in calculating financial aid eligibility. Audited classes and most continuing education classes do not count toward a degree or certificate, and may not be used in calculating eligibility for financial aid.
- Financial assistance is awarded based upon full-time enrollment and may be prorated or cancelled if the student is enrolled in less than 12 credit hours at the end of the official add/drop period.
- Only Missouri Western credit hours will be included when determining a student's enrollment status for MWSU scholarships.
- Students must enroll in a minimum of six credit hours to be eligible for student loan funds.
- Students who are enrolled at more than one college or university at the same time may receive financial aid from only one of the institutions, not both. Contact the Office of Financial Aid for more information.

## Financial Aid Awards

Students may view and accept offered awards on [GoldLink](#) beginning March 15th each year. Regulations require students to report any external sources of monetary assistance that are not reflected on the award notification.

Financial aid awards are based on the student's demonstrated financial need, enrollment status, achievement, and other criteria. It is the student's responsibility to notify the Financial Aid Office when there is a change in enrollment status, or if there is a change in family, or financial situation that may affect eligibility to receive financial assistance.

If conflicting information is discovered after aid is awarded or disbursed, the Financial Aid Office must resolve the conflicting information and the student will be required to repay aid received in excess of his/her eligibility.

Financial aid awards may be reduced or canceled if aid received from ALL sources causes the student to exceed unmet need or cost of attendance or if the student does not meet eligibility criteria. Adjustments made to financial aid awards or in a student's eligibility to receive financial assistance will be posted on [GoldLink](#).

## Disbursement of Funds

Financial aid funds will be released to student accounts in two equal disbursements and will first be applied to outstanding charges for tuition, fees, room, board, and other University expenses. Remaining funds will be issued to the student. By Federal regulation, excess funds MUST be used for educational expenses.

The Financial Aid Office will disburse funds each Friday beginning the 2nd Friday of each semester\*. Students who elect to receive credit balance refunds by direct deposit should allow five (5) additional business days for the transfer of funds to a personal bank account. Students who have not elected direct deposit should allow ten (10) additional business days for the check to be mailed to the student's permanent address of record.

*\*Federal regulations prohibit the disbursement of Federal Stafford Loan proceeds to freshman, first-time borrowers until 30 days after classes begin.*

## Advance to Purchase Books

If a student is scheduled to receive more financial assistance than their current charges, Missouri Western will transfer up to \$750 of pending financial assistance to the student's ID card. These funds may be used to purchase books and supplies at the campus bookstore located in the Blum Student Union. The actual amount used will be charged to the student's account and deducted from pending financial aid. Eligible students will receive notification and instructions via their MWSU email account 10 days prior to the start of each semester. Only the amount of actual purchases will be deducted from the student's excess financial aid. Any unused funds will be issued to the student in the form of a credit balance refund.

## Satisfactory Academic Progress

To remain eligible for federal financial assistance, including loan funds, students must maintain a cumulative GPA of 2.0 (3.00 for graduate students) and a 67% completion percentage of all coursework attempted to date. Students pursuing a Bachelor's degree program must complete all undergraduate coursework within 180 attempted hours. Students pursuing an Associate's degree must complete all coursework within 93 attempted hours. Students pursuing a graduate degree must complete all course work within 52 attempted hours. The complete Satisfactory Academic Progress policy is available online at [missouriwestern.edu/finaid](https://missouriwestern.edu/finaid).

## Return of Unearned Financial Aid

Federal regulations require Missouri Western to return federal financial assistance, including student loan funds, if a student does not complete the enrollment period. Financial assistance will be recalculated for students who do not begin attendance, withdraw, are administratively withdrawn or stop attending and receive a failing or incomplete grade in all courses during a term. The complete Return of Title IV policy is available online at [missouriwestern.edu/finaid](https://missouriwestern.edu/finaid).

**Additional information related to financial aid application procedures, federal regulations, eligibility requirements, cost of education and Western policies is available online at [missouriwestern.edu/finaid](https://missouriwestern.edu/finaid).**

# Final Examinations

**Friday, November 20 through Tuesday, November 24, 2020**

All courses, including 1 and 2 credit hour courses, will have final exams in their regular classrooms during final exam week according to the published schedule. It is the responsibility of both students and faculty to comply with the final exam policy.

- Final exam periods are 2 hours with 30 minutes between periods.
- Final exam information will be documented in the course syllabus.
- Classes with linked lecture and laboratory sections will observe the final exam period based on the section that carries the credit hours.
- Classes which meet at 5:00 pm or after will hold final exams at their regular class time during the final exam week. Those evening classes with two meetings per week will use the first meeting for the final exam with the second meeting used at the discretion of the instructor.
- Blended classes (B1=Online 1%-69%) which have weekly meeting times will hold final exams in their regular classrooms according to the published schedule.
- Blended classes (B2=Online 70%-99%) and 100% online classes will hold final exams during the final exam week according to the course syllabus.
- Saturday classes will hold final exams at their regular class time during the final exam week.
- Off-Schedule classes will hold final exams on the last scheduled class meeting.
- Any student who has three or more final exams scheduled on the same day may make arrangements with instructors of those courses to reschedule one final exam to another day during the final exam week. The student may appeal to the appropriate dean for assistance, if needed. That appeal should be made no later than one month prior to the last day of the final exam week.
- If a final exam is canceled for inclement weather every effort will be made to make the exam up prior to the end of the published final exam week. Communication regarding any final exam schedule adjustments will be made via the Missouri Western website and through the Griffon Alert system.

## Graduation Requirements

### Candidates for Graduation

To be considered as a candidate for graduation, the student must declare candidacy by filing an Application for Graduation in the Registrar's Office (Eder Hall 102). To assure the candidate's records are reviewed prior to the final semester by the graduation coordinator in the Registrar's Office, the following deadlines should be observed:

- Fall 2020 graduates: July 1, 2020
- Spring 2021 graduates: October 1, 2020
- Summer 2021 graduates: March 1, 2021
- Fall 2021 graduates: July 1, 2021

# Final Examination Schedule

**Classes whose first meeting of each week is on Monday or Wednesday:**

Class Time	Final Exam Day	Period Exam Time
8:00 am; 8:30 am	Friday, Nov. 20	8:00 am – 10:00 am
9:00 am; 9:30 am	Monday, Nov. 23	8:00 am – 10:00 am
10:00 am; 10:30 am, 11:00 am	Monday, Nov. 23	10:30 am – 12:30 pm
11:30 am; 12:00 pm; 12:30 pm	Friday, Nov. 20	10:30 am – 12:30 pm
1:00 pm; 1:30 pm; 2:00 pm	Friday, Nov. 20	1:00 pm – 3:00 pm
2:30 pm; 3:00 pm	Monday, Nov. 23	1:00 pm – 3:00 pm
3:30 pm; 4:00 pm; 4:30 pm	Friday, Nov. 20	3:30 pm – 5:30 pm

**Classes whose first meeting of each week is on Tuesday or Thursday:**

Class Time	Final Exam Day	Period Exam Time
8:00 am; 8:30 am	Tuesday, Nov. 24	8:00 am – 10:00 am
9:00 am; 9:30 am	Saturday, Nov. 21	8:00 am – 10:00 am
10:00 am; 10:30 am, 11:00 am	Tuesday, Nov. 24	10:30 am – 12:30 pm
11:30 am; 12:00 pm; 12:30 pm	Saturday, Nov. 21	10:30 am – 12:30 pm
1:00 pm; 1:30 pm; 2:00 pm	Tuesday, Nov. 24	1:00 pm – 3:00 pm
2:30 pm; 3:00 pm	Saturday, Nov. 21	1:00 pm – 3:00 pm
3:30 pm; 4:00 pm; 4:30 pm	Saturday, Nov. 21	3:30 pm – 5:30 pm



# Campus Map

