REGISTRATION and OTHER DATES
FOR SUMMER AND FALL SEMESTER 2014

BEGINS – APRIL 7, 2014

All currently enrolled undergraduate and graduate students who have followed the proper payment procedures and have cleared their accounts in the Business Office may pre-register.

NOTE: Residence Hall reservations are dependent upon students' registration for classes.

SCHEDULE FOR BANNER WEB REGISTRATION BY CLASSIFICATION
Students must see advisors before log-in to Banner Web to register on-line. New Alternate PIN codes will be distributed for use in registering for summer/fall. Follow the provided instructions on the website for on-line registering. Following are the registration dates for currently enrolled students.
April 7, Monday: Graduate Students, Seniors, and Non Degree
April 8, Tuesday: Juniors begin
April 9, Wednesday: Sophomores begin
April 10, Thursday: Freshmen begin

AFTER A STUDENT'S CLASSIFICATION TIME BEGINS, REGISTRATION WILL REMAIN OPEN, with periodic shut downs for administrative office procedures or maintenance updates.

- **Banner Web Registration for Summer/Fall will be open April 21 for returning students and new Graduate students who are fully admitted and see their advisors first. New Undergraduate students may register beginning April 21 for Summer Classes only.**

- **Two-Week May Session Classes begin on Monday, May 12 and end on Friday, May 23; 10-Week Summer Session and First 5-Week Classes (Day and Night) begin on Tuesday, May 27; Second 5-Week Classes (Day and Night) begin on Monday, June 30.**

- **FALL NIGHT CLASSES and ANY 3-5 CREDIT HOUR DAY CLASSES SCHEDULED TO MEET ONCE A WEEK begin on Monday, August 25; LABS begin on Tuesday, August 26; TRADITIONAL DAY CLASSES begin on Wednesday, August 27.**

- **Students, who need assistance with registering on Banner Web, may come by the Office of the Registrar, Room 20, Nelson Hall.**

- **THE LAST DAY TO ENROLL OR ADD A CLASS ON BANNER WEB FOR THE10-WEEK SUMMER SESSION is Thursday, May 29; Summer 1st 5-Week is Wednesday, May 28; Summer 2nd 5-Week is Tuesday, July 1; FALL is Tuesday, September 2 (5p.m.). After the appropriate date, Banner Web registration will be closed. Students needing to register or add a class after that date must come to the Office of the Registrar.**

NOTE: Students must have their ID and a printed copy of their DETAILED SCHEDULE from BANNER WEB in order to purchase textbooks, clothing, supplies and charge to their student account.

ADVISING INFORMATION

MAJOR	**OFFICE TO REPORT TO**
ACCOUNTING	SELF HALL 103
ADMINISTRATION OF JUSTICE	JENNINGS HALL 203
ART, GRAPHIC DESIGN, INTERIOR DESIGN	AVEN FINE ARTS BUILDING 412
ART, STUDIO ART	AVEN FINE ARTS BUILDING 405
ART EDUCATION	AVEN FINE ARTS BUILDING 408
BIOLOGY	HEDERMAN SCIENCE BUILDING 104
BUSINESS ADMINISTRATION	SELF HALL 103
CHEMISTRY	MATHEMATICS, COMPUTER SCIENCE, CHEMISTRY 415
CHRISTIAN STUDIES	PROVINE CHAPEL 111
COMMUNICATION	AVEN FINE ARTS BUILDING 110
COMPUTER SCIENCE	MATHEMATICS, COMPUTER SCIENCE, CHEMISTRY 207
ELEMENTARY EDUCATION	LOWREY HALL 201 or 208
ENGLISH	JENNINGS HALL 301
FOREIGN LANGUAGE AND INTERNATIONAL TRADE	JENNINGS HALL 107
HISTORY	JENNINGS HALL 203
JOURNALISM	AVEN FINE ARTS BUILDING 110
KINESIOLOGY	COCKROFT HALL 12
MATHEMATICS	MATHEMATICS, COMPUTER SCIENCE, CHEMISTRY 207
MODERN LANGUAGES	JENNINGS HALL 107
MUSIC	AVEN FINE ARTS BUILDING 204
NON-DEGREE (UNDERGRADUATE STUDENTS)	OFFICE OF ACADEMIC AFFAIRS NELSON 111
NON-DEGREE (GRADUATE STUDENTS)	NELSON HALL 202
NURSING	COCKROFT HALL 127
PARALEGAL STUDIES	JENNINGS HALL 203
PHYSICS	MATHEMATICS, COMPUTER SCIENCE, CHEMISTRY 207
POLITICAL SCIENCE	JENNINGS HALL 203
PSYCHOLOGY	LOWREY HALL 116
PUBLIC RELATIONS	AVEN FINE ARTS BUILDING 110
SECONDARY EDUCATION (SEE DEPT OF SUBJECT YOU PLAN TO TEACH)	
SOCIAL STUDIES	JENNINGS HALL 203
SOCIOLOGY	JENNINGS HALL 110
SOCIAL WORK	JENNINGS HALL 110
SPECIAL EDUCATION	LOWREY HALL 208
UNDECIDED (TRANSFERS)	Office of the Registrar NELSON HALL 20
UNDECIDED (FRESHMEN)	Office of Academic Affairs NELSON 111

2014 SUMMER TUITION AND FEES SCHEDULE
ALL TUITION AND FEES DUE AND PAYABLE AT REGISTRATION

TABLE 1 - TYPICAL EXPENSES PER TERM

For Undergraduate Students:

Tuition, per semester hour	$459.00
Registration fixed fee:	
5 hours or less	$101.00
6-11 hours	$179.00
12 hours or more	$352.00

For Graduate Students:

Tuition, per semester hour	$523.00
Registration fixed fee:	
5 Hours or less	$116.00
6-11 Hours	$195.00
On Campus Living Expense, per term (no meals)	$600.00
On Campus Living Expense – Private Room, per term (no meals)	$1200.00

ALL STUDENTS WILL BE CHARGED A TECHNOLOGY FEE.

5 hours or less	$15.00
6 hours or more	$42.00

Prices subject to change to reflect cost of living.

Note: Books and incidentals are additional to costs listed above.

TABLE 2 - SPECIAL FEES AND EXPENSES

Application Fee - Graduate	$35.00
Application Fee - International	$25.00
Auditing Fee	(Same as tuition for credit)
Change of Schedule Late Fee	$25.00
Campus post office box (per 9-month session - included in on-campus living expense)	$20.00
Credit validated by examination (per 3 hour course)	$200.00
Diploma Replacement Fee	$35.00
Duplicate ID Fee	$10.00
Dyslexia Program Fee	$75.00
Enrollment in Absentia Fee	$100.00
Fax Charge Registrar Fee	$15.00
Graduate Thesis Maintenance Fee	$100.00
Graduation Fee-Graduate (includes cap and gown rental)	$105.00
Graduation Fee-Undergraduate (includes cap and gown rental)	$75.00
Healthplex Membership	$115.00
Honors & Thesis Binding Fee- Graduate	$80.00
Honors & Thesis Binding Fee-Undergraduate	$60.00
Housing Application Fee	$100.00
Housing- Holiday Fee	$15.00
Housing- Room Consolidation Fee (Spring only)	$500.00
Improper Room Checkout	$25.00
Incomplete Grade Fee	$25.00
Graduation Application Late Fee	$50.00
Late Payment Penalty	$125.00
Late Registration fee	$50.00
Late Room Change Fee	$50.00
Lock Change Fine	$40.00
On Campus Living-No Roommate Spring Semester	$250.00
Returned Check Fee	$50.00
Temporary Permit to Register (incomplete paperwork)	$125.00
Traffic Violations - Improper Parking	$25.00
Traffic Violations - No Registration	$15.00
Traffic Violations – Tow Zone	$50.00
Transcript Fee	$10.00

Tuition Remission Faculty/Staff Fee	$40.00
Vehicle Registration – 12 months	$165.00
Vehicle Registration – Add'l Decal	$15.00
Vehicle Registration – Spring/Summer	$110.00
Vehicle registration – Summer Only	$55.00

TABLE 3 - COURSE FEES

Applied Music Fee (per course regardless of hours)	$125.00
Clay Shooting Team Fee	$300.00
Equestrian Course Fee	$500.00
Equestrian Team Fee	$550.00
Intensive English Book Fee	$85.00
Interior Design Field Trip Fee	$350.00
Kinesiology Malpractice Insurance	$25.00
Lab Fee – Biology (excluding BIO 307)	$30.00
Lab Fee – Biology 307	$60.00
Lab Fee – Biology Gross Anatomy	$150.00
Lab Fee – Chemistry	$30.00
Lab Fee – Computer Science	$30.00
Lab Fee – Physics/Engineering	$30.00
Lab Fee – Studio Art	$25.00
Loss Prevention Exam Fee	$495.00
Nursing Clinical Health Assessment Fee	$60.00
Nursing Clinical I Fee	$260.00
Nursing Clinical II Fee	$325.00
Nursing Clinical III/IV Fee	$390.00
Nursing Clinical Summer Fee	$195.00
Nursing HESI Test	$100.00
Nursing Malpractice Insurance	$25.00
Nursing Name Badge	$15.00
Nursing NCLEX Review fee	$370.00
Nursing Student Nurses Assn Dues -Partial Year	$30.00
Nursing Student Nurses Assn Dues-Full Year	$68.00
Nursing NLN Exam Fee	$20.00
Online Course Fee	$50.00
Scuba Diving Fee	$295.00
Social Work Exam Fee	$255.00
Social Work Malpractice Insurance	$25.00
Spreadsheet Proficiency Exam Fee	$15.00
Writing Proficiency Exam Fee	$60.00

PAYMENT OF TUITION AND FEES

Tuition and fees are due and payable in full by the given deadline each semester unless utilizing the monthly payment plan. Any account balance not paid by the given deadline will be considered past due and will be placed on hold. Students with an account on hold will not be able to register for any upcoming semesters, view grades online, receive transcripts and may result in possible withdrawal from classes. Past due accounts will also be subject to a late payment penalty.

WITHDRAWAL FROM UNIVERSITY

A student who desires to withdraw from school will need to contact the Business Office for the proper withdrawal procedure. It is necessary for the correct procedure to be followed, as dropping without official withdrawal earns a grade of F in each course.

Any claims for refunds of tuition will be based on the date on which the student files a request for honorable dismissal with the Business Office.

Financial aid recipients who withdraw or drop a course may not receive a refund as a result of the Institutional tuition adjustment. Refunds will be credited to the respective programs (Perkins, FSEOG, SCHOLARSHIP, Stafford Loans, and PELL) before any refund is made to the individual.

TUITION REFUND POLICY

For withdrawal from school during 1st 5 Week and 2nd 5 Week Summer School: **Refund Credit**

On 1st and 2nd day of term ..... 100% refund
On 3rd day ..... 75% refund
On 4th day ..... 50% refund
On 5th day ..... 25% refund
On 6th day ..... 0% refund

For withdrawal from school during the 10 Week-All Summer Term: **Refund Credit**

On 1st through 3rd day of 10 Week-All Summer term ..... 100% refund
4th and 5th days of all summer term ..... 75% refund
6th and 7th days of all summer term ..... 50% refund
8th and 9th days of all summer term ..... 25% refund
10th day of all summer term ..... 0% refund

For individual courses dropped during 2 Week May Session: **Refund Credit**

On 1st day of the term 100%
2nd day of the term 0%

For individual courses dropped during 1st and 2nd Summer Terms: **Refund Credit**

On 1st and 2nd day of the term 100%
3rd day of the term 0%

For individual courses dropped during the 10 Week-All Summer Term: **Refund Credit**

Registration day thru 3rd day of term 100%
4th day of term 0%

IMPORTANT NOTE: Students will receive grades for the courses for which they are registered, and they may change schedules online through the date published in the college calendar with no fee attached. After the published date, any changes to schedule must be done in the Office of the Registrar and a $25.00 change of schedule fee will be assessed.

Other Fees:

Special and course fees are not refundable upon withdrawal.

Refund/Repayment Policy Concerning Financial Aid:

If a refund is due a student under the school's refund policy and the student received any Title IV funds (other than Federal Work Study), a federally prescribed formula is used to determine the amounts that must be returned to each program involved. The full refund policy can be found in Mississippi College Catalogs.

MISSISSIPPI COLLEGE BOOKSTORE

REGULAR STORE HOURS DURING THE SUMMER
MONDAY through THURSDAY: 8:30 a.m. - 4:30 p.m.
FRIDAY: 8:30 a.m. - 1:00 p.m.

SPECIAL HOURS DURING THE 1ST SUMMER SESSION

Monday, May 26 ..... **CLOSED FOR MEMORIAL DAY**
Tuesday, May 27 ..... 8:30 a.m. - 5:30 p.m.
Wednesday, May 28 ..... 8:30 a.m. - 5:30 p.m.
Thursday, May 29 ..... 8:30 a.m. - 6:00 p.m.
Friday, May 30 ..... 8:30 a.m. – 1:00 p.m.

Friday, July 4 ..... **CLOSED FOR INDEPENDENCE DAY**.

NOTE: Students must have a VALID FORM OF PICTURE ID and a printed copy of their DETAILED SCHEDULE from BANNER WEB in order to purchase textbooks, clothing or supplies and charge them to their student account.

1st Session Summer Students can charge to their Student Account: May 15 – June 5, 2014
2nd Session Summer Students can charge to their Student Account: June 26 – July 7, 2014

Procedure to Return a Book

1. Students must have the ORIGINAL SALES RECEIPT from the Bookstore.

2. Textbooks must be brought back in the same condition as when purchased. This includes shrink-wrapped packages, which cannot be opened.

3. Last Day for a REFUND: 1st 5 Week Summer Term June 2, 2014
   10 Week-All Summer Term – Night Classes June 2, 2014
   2nd 5 Week Summer Term July 7, 2014

CLASSROOM BUILDING CODES

ALUMNI..... Alumni Hall
ANNEX.....Art Annex
AVEN .....Aven
B-HALL..... Band Hall
BBCNC ..... Broadmoor Baptist Church Campus
CCROFT ..... Cockroft
CLSEUM ..... A. E. Wood Coliseum
EASTCA .....East Campus
FLDHSE ..... Moody Adams Field House
FARR .....Farr Hall
FBC-B ..... First Baptist Church, Brandon
FBC-C ..... First Baptist Church, Clinton
FBC-J ..... First Baptist Church, Jackson
HEDERM.....Hederman
HPLEX.....Healthplex
JENNNG .....Jennings
J-ANEX.....Jennings Annex
LAW .....Law School, Jackson Campus
LIBRY.....Leland Speed Library
LRC(in the Library) ..... Learning Resources Center
LOWREY ..... Lowrey
MBMC ..... Mississippi Baptist Medical Center
MCC....Mathematics, Computer Science, Chemistry
MCCRTS .....MC Tennis Courts
MEDSCI ..... Medical Science Building
NELSON..... Nelson
PROVIN.....Provine Chapel
PDC.....Professional Development Center
RCSD BRD RM..... Rankin Co School District
SELF ..... Self Hall
SPELL (AUDITORIUM) .....Provine Chapel
STRNTH .....Williams Strength Center
TBA.....To Be Arranged

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Under this law, students in post-secondary education have the right to inspect and review their school records as defined by law. Other than for 'Directory Information,' Mississippi College will release information only with the student's written consent and will use 'Directory Information' in the best interest of the students. **If a student does not want his/her name listed in the Student Directory, the student should leave a written statement with the Registrar following the week of Registration. Students are encouraged to sign a Consent Form designating a person(s) to whom personal and/or academic information may be given. Parents of tax dependents will, under the law, have the right to knowledge or information without written consent of the student.**

Use of Moodle as an Online Teaching Method

One method of teaching uses an online system such as Moodle. Such instruction is internet-based and occurs between instructor and learner. At Mississippi College, such instruction can be one of two formats:

Fully Online – defined as courses that do not meet face-to-face and never require on campus visits.

Hybrid – defined as courses that combine significant elements of face-to-face classroom instruction with some portions online.

For your information, courses utilizing these teaching methods will be identified on the Banner Web class schedule as "Fully Online" or "Online with Classroom Meetings".

In addition, traditional courses that meet 100% of the time in a classroom may utilize Moodle as a supplement to post course materials, facilitate discussions and extend office hours. The course syllabus will identify such use.

Mississippi College is committed to enhancing all instruction through the use of technology and encourages use of Moodle, called MCMoodle for MC purposes.