Mississippi College

Registration Guide

Summer and Fall 2018

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Current Student Registration

Registration Dates

Registration for all currently enrolled MC students begins Monday, April 9, 2018 and online registration will open by your student classification on this date.

Your classification at the end of the Fall 2018 semester will determine your registration date.

Monday, April 9, 5:00 a.m.	**Graduate Students, Seniors, Non-Degree Students, Athletes, and ADP students**
Tuesday, April 10, 5:00 a.m.	**Juniors**
Wednesday, April 11, 5:00 a.m.	**Sophomores**
Thursday, April 12, 5:00 a.m.	**Freshmen**

After a student's classification time begins, registration will remain open. Please allow for periodic shut downs for maintenance and administrative office procedures.

Advising and Alternate Pins

Students must meet with their advisor before they register for classes. A new alternate pin* is required each semester and will be distributed by your advisor for Summer and Fall 2018.

**The MC7 and AMBA student need to contact their advisors for more information about registration as they are exempt from alternate pins.*

Holds and Student Accounts

Current students must follow proper payment procedures and have a clear account in the Business Office before registering. Please contact the Bursar's office if you have any questions about your student account or payments. The bursar can be contacted at 601-925-3306 or bursar@mc.edu.

Re-Admitted and New Undergraduate/Graduate Registration

Registration Dates

Registration for all returning (but not current) and new undergraduates/graduates will begin Monday, April 23, 2018.

New students must be fully admitted before they will be eligible to register for classes.

Advising and Alternate Pins

Students must meet with their advisor before they register for classes*. A new alternate pin is required each semester and will be distributed by your advisor for Summer and Fall 2018.

**New MC7 and AMBA students should look for a separate enrollment email to further direct them in their first semester of student at MC after they have been accepted.*

FALL 2018 CHAPEL

Chapel for Freshmen will meet at First Baptist Church Clinton on Thursdays. Blue & Gold 101 small groups for Freshmen will meet on Tuesdays in various rooms across campus. Chapel for Upperclassmen and Transfers will meet at First Baptist Church Clinton on Tuesdays. Blue & Gold 201 small groups for Transfers will meet on Thursdays in various rooms across campus.

Freshman Student CHAPEL (Blue and Gold 101)

10:50 - 11:40 A.M. TUESDAY & THURSDAY
CRN 13202

- Begins - Thursday, August 23, 2018
- Ends - Thursday, November 29, 2018

Upper Classmen Student CHAPEL

10:50 - 11:40 A.M. TUESDAY ONLY
CRN 10188

- Begins - Tuesday, August 28, 2018
- Ends - Tuesday, December 4, 2018

Transfer Student CHAPEL (Blue and Gold 201)

10:50 - 11:40 A.M. TUESDAY & THURSDAY
CRN 14778

- Begins - Tuesday, August 28, 2018
- Ends - Tuesday, December 4, 2018

Writing Proficiency Exam

Summer 2018 | CRN 30042

Wednesday, May 30, 2018 at 6:00 pm in Jennings Annex 104 and Jennings Annex 108

Fall 2018 | CRN 10179

Monday, October 3, 2018 at 3:00 pm and 6:00 pm in Anderson Hall

Online Teaching Methods

Our institution's primary learning management system for online learning is Moodle. (The fully online RN to BSN degree program and select Master of Education will be offered in Canvas.) Online instruction is a formal, Internet-based or Internet-supported educational experience where instruction occurs between a professor and a student in an online environment. At Mississippi College, such instruction can be one of two formats:

Fully Online – A course where a majority of the content is delivered online. Be certain to check the course syllabus once the course begins for face-to-face meeting expectations.

Hybrid – A course that blends online and face-to-face delivery. A substantial proportion of the content is delivered online, typically uses online discussions, and typically has a reduced number of face-to-face meetings.

Courses utilizing these teaching methods will be identified on the Banner Web class schedule with the following comments:

- **Online - "Fully Online"**
- **Hybrid - "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.

Tuition and Fees

To view the 2017-2018 or the 2018-2019 Tuition and Fee Schedule, or to download a copy of this schedule, go to http://www.mc.edu/offices/business/tuition-and-fees/

Payment of Tuition and Fee

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.

Residence Halls

Residence Hall reservations are dependent upon students' pre-registration for classes. Contact the Residence Life Department for more information: www.mc.edu/offices/residence-life/.

Withdrawal from the University

A student who decides not to attend the university or desires to withdraw from school must initiate the withdrawal via the MyMC portal. 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 initiates the withdrawal.

Tuition Refund Policy upon Total Withdrawal from the University*

For withdrawal during Fall and Spring:	Refund Credit:
1st week	100%
2nd week	75%
3rd week	50%
4th week	25%
5th week	0%

For withdrawal during 8 week terms (summer, fall and spring):	Refund Credit:
1st week	100%
2nd week	75%
3rd week	50%
4th week	25%

For withdrawal during 7 week terms:	Refund Credit:
1st and 2nd day of course	100%
3rd day of course	0%

For withdrawal during Summer Terms:	Refund Credit:
Registration day and the next day	100%
3rd day	75%
4th day	50%
5th day	25%
6th day	0%

For withdrawal during 10 week Summer Terms:	Refund Credit:
Registration day thru 3rd day of 1st summer term	100%
4th and 5th days of 1st summer term	75%
6th and 7th days of 1st summer term	50%
8th and 9th days of 1st summer term	25%
10th day of 1st summer term	0%

For withdrawal during 2 week Summer Terms:	Refund Credit:
Registration day	100%
After registration day	0%

***All special and course fees are not refundable upon withdrawal.**

Refund of Tuition on Courses Dropped*

For courses dropped during Fall and Spring:	Refund Credit:
1st week	100%
2nd week	0%

For course dropped during 8 week terms:	Refund Credit:
1st week	100%
2nd week	0%

For courses dropped during 7 week terms:	Refund Credit:
1st and 2nd day of course	100%
3rd day of course	0%

For courses dropped during Summer Terms:	Refund Credit:
Registration day and the next day	100%
3rd day of the term	0%

For courses dropped during 10 week Summer Terms:	Refund Credit:
Registration day thru 3rd day of the term	100%
4th day of the term	0%

For courses dropped during 2 week Summer Term:	Refund Credit:
Registration day	100%
After registration day	0%

*Student's may change schedule on-line through the dates published in the Academic Calendar with no fee attached. After the published date, any change to schedule must be done in the Office of the Registrar and a $30.00 late change of schedule fee may be assessed.

On-Campus Living Expense Refunds after Withdrawal

On Campus living expense will be refunded at the following rates should a student withdraw from school or cease to be a residential student:

First week of school: 25%
Reduced by 2% each week thereafter

NOTE: A student withdrawing from Mississippi College will surrender their ID card to the Office of Residence Life at the time the withdrawal papers are processed.

Refund/Repayment Policy and 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 amount that must be returned to each program involved. The full refund policy can be found in the Mississippi College catalog.

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
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

Mississippi College Bookstore

Regular Store Hours During the Summer 2018 Term

MONDAY through THURSDAY, 9:00 a.m. – 4:30 p.m. and FRIDAY, 9:00 a.m. – 1:00 p.m.

Regular Store Hours During the Fall 2018 Semesters

MONDAY through FRIDAY, 9:00 A.M. - 4:30 P.M.

Extended Store Hours

Summer 2018

- Tuesday, May 29 through Thursday, May 31
  Open Tuesday through Thursday, 9:00 a.m. – 6:00 p.m.
- Friday, June 1, 9:00 a.m. – 4:30 p.m.
- Monday, June 4, 9:00 a.m. – 6:00 p.m.
- Starting Tuesday, June 5 Open regular store hours

Fall 2018

- Monday, August 20 through Thursday, August 23
  Open 9:00 a.m. – 6:00 p.m.
- Friday, August 24, 9:00 a.m. – 4:30 p.m.
- Monday, August 27 through Thursday, August 30
  Open 9:00 a.m. – 5:30 p.m.
- Friday, August 31, 9:00 a.m. – 4:30 p.m.

Bookstore Purchases Charged to Student Accounts

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

For your convenience, as a registered student, you may elect to have the cost of books and other educational items purchased through the Mississippi College Bookstore charged to your student account and offset against anticipated financial aid or paid when the next monthly billing statement is received. All you have to do is take your purchase to any cash register and provide the cashier with your MC Student I.D. You can charge bookstore purchases through the last day to drop a full semester class with 100% tuition only refund as set by the current Academic Calendar.

Please keep in mind that charges are being placed on your student account and must be paid off on time to avoid late fees. A monthly payment option is offered for the fall and spring terms.

Students may charge to their Student Account:

Summer 2018	
Charge Dates	Last Day for a Refund
May Term: May 7 – 8	May Term: Tuesday, May 8
10 week Session: May 24 – June 7	10 week Session: Monday, June 4
5 week Session 1: May 24 - June 7	5 week Session 1: Monday, June 4
5 week Session 2: June 28 – July 10	5 week Session 2: Monday July 9
Fall 2018	
Fall Semester: August 1 – 31	
8 week Session 1: August 1 – 31	
8 week Session 2: October 15 – 26	

Procedure to Return a Book

1. Students must have **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 REFUND:**

   Fall 2018: Monday, August 27, 2018

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.

You can read more information here: https://www.mc.edu/offices/registrar/index.php?cID=193

Important Dates

Visit the Official Academic Calendar often for the most update information:
https://www.mc.edu/offices/registrar/calendar/academic-calendars.