

Mississippi College

Registration Guide

Summer and Fall 2021

Office of the Registrar

[https://www.mc.edu/offices/registrar/
registrar@mc.edu](https://www.mc.edu/offices/registrar/registrar@mc.edu)

601-925-3210

Nelson Hall | Office 20

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Current Student Registration

Registration Dates

Registration for all currently enrolled MC students begins Monday, April 12, 2021 and online registration will open by your student classification on this date.

Your classification at the end of the Fall 2020 semester will determine your registration date.

Read more information on determining your classification here:

https://www.mc.edu/offices/registrar/application/files/4815/2302/8483/Determining_your_Current_Classification.pdf

Monday, April 12, 5:00 a.m.	Graduate Students, Seniors (84 or more hours), Non-Degree Students, Athletes, and ADP students
Tuesday, April 13, 5:00 a.m.	Juniors (54-83 hours)
Wednesday, April 14, 5:00 a.m.	Sophomores (24-53 hours)
Thursday, April 15, 5:00 a.m.	Freshmen (0-23 hours)

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 be advised by their academic 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 2021.

**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 26, 2021.

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

Advising and Alternate Pins

Students must be advised by their academic 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 2021.

**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 2021 CHAPEL

CHAPEL 0001

10:50 - 11:40 A.M. THURSDAYS ONLY
CRN 16989

- Incoming students **ONLY** should register for Chapel One for their very first semester of Chapel.
- This applies to incoming freshmen and transfer students for fall and spring semesters.

Students must attend 10 chapel experiences in order to receive credit for the semester.

Chapel 0002

10:50 - 11:40 A.M. THURSDAY ONLY
CRN 16990

- Students who are currently enrolled in their first semester of Chapel should register for Chapel Two for the upcoming semester.
- Students who have completed only one semester of Chapel and are not currently enrolled in Chapel should register for Chapel Two for the upcoming semester.

Students must attend 10 chapel experiences in order to receive credit for the semester.

Chapel 0003

10:50 - 11:40 A.M. TUESDAY ONLY
CRN 16991

- Students who are currently enrolled in their second semester of Chapel should register for Chapel Three for the upcoming semester.
- Students who have completed two semesters of Chapel and are not currently enrolled in Chapel should register for Chapel Three for the upcoming semester.

Students must attend 10 chapel experiences in order to receive credit for the semester.

Chapel 0004

10:50 - 11:40 A.M. TUESDAY ONLY
CRN 16992

- Students who are currently enrolled in their third semester of Chapel should register for Chapel Four for the upcoming semester.
- Students who have completed three semesters of Chapel and are not currently enrolled in Chapel should register for Chapel Four for the upcoming semester.

Students must attend 10 chapel experiences in order to receive credit for the semester.

Writing Proficiency Exam

Mississippi College's Writing Proficiency Exam (WPE) is a standardized writing exam required for all undergraduate students. We use ACT Workkey's Business Writing exam which tests a writer's ability to respond to a generic writing prompt on a business related topic.

Undergraduate students who need this exam should sign up for a specific section of ENG 099 early in the registration process as space will be limited. The exam will be offered at the following times in various locations:

- Wednesday, October 6, 2021 | 3:00 p.m., 5:00 p.m., 7:00 p.m.
- Wednesday, October 13, 2021 | 3:00 p.m., 5:00 p.m., 7:00 p.m.

The last day to add or change sections of the WPE will be on Monday, August 30, 2021.

Tuition and Fees

To view the 2020-2021 or the 2021-2022 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:
1 st , 2 nd , & 3 rd day of class	100%
4 th & 5 th day of class	75%
6 th & 7 th day of class	50%
8 th & 9 th day of class	25%
For withdrawal during 7 week terms:	Refund Credit:
1st and 2nd day of course	100%
3rd day of course	0%
For withdrawal during 5 week 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 courses dropped during 8 week terms:

Refund Credit:

1 st – 3 rd day of class	100%
4 th day of class	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 5 week 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.

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

Mississippi College Bookstore

Information about the bookstore can be found at <https://www.mc.edu/academics/bookstore>

Email: misscoll@bkstr.com

Phone: 601-925-3241

Students have the option to purchase their books in the bookstore or on-line before the semester starts. Students may charge to their account at the beginning of each semester.

Bookstore Purchases Charged to Student Accounts

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 2021
<ul style="list-style-type: none">• Full Term: TBD• 8 Week Session 1: TBD• 8 Week Session 2: TBD
Fall 2021
<ul style="list-style-type: none">• Full Term: TBD• 8 Week Session 1: TBD• 8 Week Session 2: TBD

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>

FAQ

Common registration questions can be found here: <https://www.mc.edu/offices/registrar/registration-information/registration-faq>

Important Dates

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