

Mississippi College

# Registration Guide

Spring 2019

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## Current Student Registration

### Registration Dates

Registration for all currently enrolled MC students begins Monday, October 29, 2018 and online registration will open by your student classification on this date.

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

Monday, October 29, 5:00 a.m.	<b>Graduate Students, Seniors (84 or more hours completed), Non-Degree Students, Athletes, MC7 and ADP students</b>
Tuesday, October 30, 5:00 a.m.	<b>Juniors (54 - 83 hours completed)</b>
Wednesday, October 31, 5:00 a.m.	<b>Sophomores (24 - 53 hours completed)</b>
Thursday, November 1, 5:00 a.m.	<b>Freshmen (0 - 23 hours completed)</b>

*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 Spring 2019.

*\*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](mailto: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, November 12, 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 Spring 2019.

*\*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.*

## SPRING 2019 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.

### Upper Classmen Student CHAPEL

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

CRN 20775

- Begins – January 15, 2019
- Ends – April 23, 2019

### Transfer Student CHAPEL (Blue and Gold 201)

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

CRN 25419

- Begins – January 15, 2019
- Ends – April 23, 2019

## 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:

- February 27, 2019 | 3:00 p.m., 5:00 p.m., 7:00 p.m.
- March 6, 2019 | 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 Tuesday, January 22, 2019.**

## 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 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/](http://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 and Meal Expense Refunds after Withdrawal

No refund is given for the on campus living expense should a student withdraw from school or cease to be a residential student.

Meal expense will be credited based on a daily rate for the number of days remaining in the semester after the date of withdrawal.

NOTE: A student withdrawing from Mississippi College must 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	MCC ...	Mathematics, Computer Science, Chemistry
ANNEX.....	Art Annex	MCCRTS .....	MC Tennis Courts
AVEN .....	Aven	MEDSCI .....	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

### Regular Store Hours During the Spring 2019 Semester

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

### Extended Store Hours

#### **Spring 2019**

- Sunday , January 13 1:30 – 4:30
- Monday, January 14 through Thursday, January 17  
Open 9:00 a.m. – 6:00 p.m.
- Friday, January 18, 9:00 a.m. – 4:30 p.m.
- Saturday January 19 10:00 a.m. – 2:00 p.m.
- Monday, January 21 10:00 a.m. – 3:00 p.m. (Martin Luther King, Jr. Holiday)
- Tuesday, January 22 through Thursday, January 24  
Open 9:00 a.m. – 6:00 p.m.
- Friday, January 25, 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:

Spring 2019
Spring Session: January 2 – January 24
ADP Session 1: January 2 – January 24
ADP Session 2: March 7 – March 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:**
  - Spring Session: Tuesday, January 22
  - ADP Session 1: Tuesday, January 22
  - ADP Session 2: Tuesday, March 26

## 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

### Mutual Exclusion Registration Error

Within the Core requirements for undergraduate sciences, there are certain combinations of classes that are not permitted to fulfill this university core requirement:

- BIO 101 cannot be taken with BIO 203
- BIO 101 cannot be taken with BIO 111
- CHE 141 cannot be taken with CHE 111
- CHE 141 cannot be taken with CHE 124
- CHE 111 cannot be taken with CHE 124
- PHY 151 cannot be taken with PHY 251
- PHY 251 cannot be taken with PHY 104
- PHY 151 cannot be taken with PHY 104

If a student has taken one part of an unpermitted combination, and tries to register for the other course in these combination listed above, **BannerWeb will display the following error: "Mutual Exclusion with....."**

It is recognized, however, that for some programs these course combinations maybe needed. If an advisor determines the student needs an override for the Mutual Exclusion Error, please have them send an email to [registrar@mc.edu](mailto:registrar@mc.edu); please copy the student's MC email as well. The email must include the students name, 700#, CRN and Course Number desired. The registrar's office can then override the student directly into the course.

### Online Undergraduate Courses

Many of our programs offer traditional and online versions. Some departments elect to restrict registration access of their online classes to online students only, ensuring online students have access to the courses they need.

If a student who is not in an online program tries to register for a course restricted to online students only, **BannerWeb will display the following error: "Student Attribute Restriction"**. If a student receives this error, they will need to contact the department offering the course to see

if an override can be granted for their circumstances. It should also be noted that most departments open access to online courses for all students 2 weeks before the course begins.

## Prerequisites

A prerequisite is a specific course or academic requirement that must be completed before or during enrollment into a desired class. An example of a prerequisite is undergraduate students must have completed or be currently enrolled in ENG 101 before they can pre-register for ENG 102.

If a student tries to register for a course, and they have not met the prerequisites required, **BannerWeb will display the following error: “You have not met the prerequisite/s to register for this class.”** Students must meet all prerequisites in order to register for a course.

If you feel like you have met the prerequisite and have received this message in error, you need to first consult the [Academic Catalog](#). Navigate to the “Course Descriptions” section and review the prerequisites listed for the course. If you still feel there is an error, you can contact the registrar’s office to review your information. If there is no error, but you would like permission to take the course without the prerequisites, you will need to contact the department offering the course for override approval.

## Important Dates

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