

Mississippi College

Registration Guide

Spring 2020

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Current Student Registration

Registration Dates

Registration for all currently enrolled MC students begins Monday, November 4, 2019 and online registration will open by your student classification on this date.

Your classification at the end of the Spring 2019 or Summer 2019 (which ever semester you last completed) 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, November 4, 5:00 a.m.	Graduate Students, Seniors, Non-Degree Students, Athletes, and ADP students
Tuesday, November 5, 5:00 a.m.	Juniors
Wednesday, November 6, 5:00 a.m.	Sophomores
Thursday, November 7, 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 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.

Re-Admitted and New Undergraduate/Graduate Registration

Registration Dates

Registration for all returning (but not current) and new undergraduates/graduates will begin Monday, November 18, 2020.

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 2020.

**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 2020 Chapel

In Spring, current students will choose to attend Chapel on Tuesday or Chapel on Thursday by registering for the CRN below. Spring Chapel will meet in Swor Auditorium in Nelson Hall.

New Transfer students to MC will choose First Time Student Chapel that will meet on Tuesday in Swor Auditorium in Nelson Hall. Blue & Gold 201 small groups will meet on Thursday in various rooms across campus.

Spring Tuesday CHAPEL (Formerly Upperclass)

10:50 - 11:40 A.M. TUESDAY CRN: 26890

- Begins - Tuesday, January 14, 2020
- Ends - Tuesday, April 21, 2020

Spring Thursday CHAPEL (Formerly Upperclass)

10:50 – 11:40 A.M. Thursday CRN: 26891

- Begins - Thursday, January 16, 2020
- Ends - Thursday, April 23, 2020

First Time Student CHAPEL (Formerly - Blue and Gold 201)

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

CRN 26892

- Begins - Tuesday, January 14, 2020
- Ends - Tuesday, April 21, 2020

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, February 26, 2020 | 3:00 p.m., 5:00 p.m., 7:00 p.m.
- Wednesday, March 4, 2020 | 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 21, 2020.

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 2019-2020 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%

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

Regular Store Hours during the Spring 2020 Term

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

Extended Store Hours

- Sunday, January 12
1:00 pm- 4:00 pm
- Monday, January 13- Thursday, January 16
9:00 am- 6:00 pm
- Friday, January 17
9:00am-4:30pm
- Monday, January 20
Closed to observe Martin Luther King Jr. Holiday
- Tuesday, January 21- Thursday, January 23
- 9:00 am- 5:30 pm
- Friday, January 24
9:00 am- 4:30 pm

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 2020
<ul style="list-style-type: none">• Spring 2020: January 2-January 23 with a last day of refund Tuesday, January 21• 8 Week Session 1: January 2-January 23 with a last day of refund Tuesday, January 21• 8 Week Session 2: March 6- March 11 with last day for a full refund Wednesday, March 11

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 2020: Tuesday, January 21
 - 8 Week Session 1: Tuesday, January 21
 - 8 Week Session 2: Wednesday, March 11

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; 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.

Changes to courses in the School of Business

In Spring 2020, several courses in the School of Business will be renumbered to the new Data Management Prefix (DAT). Those changes are outlined below:

FIN 343 > FIN 447 or DAT 447

FIN 343 Financial Modeling will be renumbered to FIN 447 Financial Modeling. This will also be crosslisted as DAT 447 Financial Modeling.

GBU 251 > DAT 251

GBU 251 Business Statistics I will be renumbered at DAT 251 Business Statistics I

MIS 099 > DAT 227 or DAT 099

For undergraduate students, MIS 099 Spreadsheet Proficiency Exam will be renumbered to DAT 227 Business Spreadsheet Skills.

For graduate students, MIS 099 Spreadsheet Proficiency Exam will be renumbered to DAT 099 Spreadsheet Proficiency Exam.

MIS 327 > DAT 327

MIS 327 Introduction to Management Information Systems will be renumbered to DAT 327 Management Information Systems

Important Dates

Visit the Official Academic Calendar often for the most update information:

<https://www.mc.edu/offices/registrar/calendar/academic-calendars>.