

Mississippi College

# Registration Guide

Spring 2018

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## Contents

Current Student Registration .....	2
Registration Dates.....	2
Advising and Alternate Pins .....	2
Holds and Student Accounts .....	2
Re-Admitted and New Undergraduate/Graduate Registration.....	2
Registration Dates.....	2
Advising and Alternate Pins .....	2
SPRING 2018 CHAPEL.....	3
Upper Class CHAPEL .....	3
Transfer CHAPEL (Blue and Gold 201).....	3
Writing Proficiency Exam .....	3
Online Teaching Methods .....	3
Tuition and Fees.....	4
Payment of Tuition and Fee .....	4
Residence Halls .....	4
Withdrawal from the University .....	5
Tuition Refund Policy upon Total Withdrawal from the University* .....	5
Refund of Tuition on Courses Dropped* .....	5
On-Campus Living Expense Refunds after Withdrawal .....	6
Refund/Repayment Policy and Financial Aid .....	6
Standard Semester Schedule .....	7
MTWTR Schedule for Fall and Spring Semesters* .....	7
Classroom Building Codes.....	8
Mississippi College Bookstore.....	9
Regular Store Hours During the Spring 2018 Term.....	9
Extended Store Hours   <b>Spring 2018</b> .....	9
Bookstore Purchases Charged to Student Accounts.....	9
• Traditional student and ADP 8-week 1: January 2 - 23.....	9
• ADP 8-week 2: March 1 – 19.....	9
Procedure to Return a Book .....	9
Family Education Rights and Privacy Act of 1974 .....	9
Important Dates.....	10

## Current Student Registration

### Registration Dates

Registration for all currently enrolled MC students begins Monday, October 30, 2018 and online registration will open by your student classification on this date. Your classification at the end of the Summer 2017 semester will determine your registration date.

Monday, October 30, 5:00 a.m.	<b>Graduate Students, Seniors, Non-Degree Students, Athletes, and ADP students</b>
Tuesday, October 31, 5:00 a.m.	<b>Juniors</b>
Wednesday, November 1, 5:00 a.m.	<b>Sophomores</b>
Thursday, November 2, 5:00 a.m.	<b>Freshmen</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 2018.

### 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 13, 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 2018.

## SPRING 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.

## Upper Class CHAPEL

10:50 - 11:40 A.M. TUESDAY ONLY  
CRN 20775

- Begins - Tuesday, January 9, 2018
- Ends - Tuesday, April 10, 2018

## Transfer CHAPEL (Blue and Gold 201)

10:50 - 11:40 A.M. TUESDAY & THURSDAY  
CRN 25419

- Begins - Tuesday, January 9, 2018
- Ends - Tuesday, April 10, 2018

## Writing Proficiency Exam

CRN 24268

Wednesday, February 28, 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 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\*

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

  

<i>For withdrawal during 8 week terms (summer, fall and spring):</i>	<i>Refund Credit:</i>
1st week	100%
2nd week	75%
3rd week	50%
4th week	25%
5th week	0%

  

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

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

### Refund of Tuition on Courses Dropped\*

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

  

<i>For courses dropped during 8 week terms:</i>	<i>Refund Credit:</i>
1 <sup>st</sup> Week	100%
2 <sup>nd</sup> Week	0%

  

<i>For courses dropped during 7 week terms::</i>	<i>Refund Credit:</i>
1st and 2nd day of course	100%
3rd day of course	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 will 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.

## Standard Semester Schedule

### MTWTR Schedule for Fall and Spring Semesters\*

\*Check your official schedule in Banner Web through your MyMC account for specific schedule information

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:00-8:50	8:00-9:15	8:00-8:50	8:00-9:15	8:00-8:50
	9:00-9:50	9:25-10:40	9:00-9:50	9:25-10:40	9:00-9:50
	10:00-10:50	Chapel	10:00-10:50	Chapel	10:00-10:50
	11:00-11:50		11:00-11:50		11:00-11:50
Afternoon	12:00-1:15	12:00-1:15	12:00-1:15	12:00-1:15	12:00-12:50
	1:30-2:45	1:30-2:45	1:30-2:45	1:30-2:45	
	3:00-4:15	3:00-4:15	3:00-4:15	3:00-4:15	
	4:30-5:45	4:30-5:45	4:30-5:45	4:30-5:45	
Evening	6:00-8:45	6:00-8:45	6:00-8:45	6:00-8:45	



## 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 2018 Term

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

### Extended Store Hours | Spring 2018

Sunday, January 7, 2018	2:30 p.m. – 4:30 p.m.
Monday through Thursday, January 8 – 11, 2018	9:00 a.m. – 6:00 p.m.
Friday, January 12, 2018	9:00 a.m. – 4:30 p.m.
Monday January 15, 2018	Closed
Tuesday through Thursday, January 16 – 18, 2018	9:00 a.m. – 5:30 p.m.
Open Friday, January 19, 2018	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.

Students may charge to their Student Account:

- Traditional student and ADP 8-week 1: January 2 - 23
- ADP 8-week 2: March 1 – 19

### 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 2018: Tuesday, January 16, 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.**

## Important Dates

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

<http://www.mc.edu/offices/registrar/calendar/full-calendars/>