

Admission Information

*Important Guidelines For
Successful Admission Into
Your Cohort Program*

NAME _____
STUDENT ID# _____
STUDENT PASSCODE _____
COHORT NUMBER _____



Organizational Leadership

It is important that you complete all the following steps at least one week prior to convocation to ensure your preparation for convocation. Please use this as a checklist for helping you complete the necessary processes for admissions with Mountain State University.

You will have several IDs and Passwords when you finish these steps. Please note them on the Password page in the Appendix as you visit each website.

Steps For Admission and Further Information



Message from the President

Dr Charles H. Polk Photo

Welcome to Mountain State University! As you browse through the pages of our website and become acquainted with our faculty, students, and programs, we hope you will gain a sense of the excitement, change and growth of the MSU community. During the past decade we have made tremendous progress toward fulfilling our mission of "providing students with the knowledge and skills necessary to attain both academic and career goals."

We believe that the educational and personal opportunities you will find on these pages represent the best of what higher education can offer: the chance to explore where your abilities can take you, to build a strong future, and to create meaningful connections with others. Since 1933 we have continued to offer these important opportunities to our traditional students on campus. However, as the borders of Mountain State University's campus grow to encompass the world, we are proud of our ability to now offer our programs to students in all geographic areas through extended and distance education and online learning.

As we teach the value of lifelong development and the importance of new challenges, we are constantly working to create a university that holds to the same principles. Along the way, the accomplishments of our students and alumni remain our greatest source of inspiration.

We are glad that you have visited our website. I invite you to explore the opportunities represented here. Please let us know if there is anything we can do to make your educational experience more meaningful. We want to be your university.

Sincerely,
Charles H. Polk

A handwritten signature in black ink that reads "Charles H. Polk". The signature is written in a cursive, flowing style.

President

Step 1

Have Your Official Transcripts Mailed To MSU

Go to <http://www.mountainstate.edu/depts/registrar/transfer.aspx> Please be sure to complete a separate request form for all schools you may have attended and completed courses therein. Official transcripts must be mailed to the Admissions Department at the Mountain State University (MSU) Beckley Campus. An official transcript must be sent directly from an institution to MSU in a sealed envelope. The envelope is not to be opened by the applicant/student.

Step 2

**Access Your Cougar Web at the following site
<http://online.mountainstate.edu>**

Cougar Web logins are mailed to the student or you may obtain your login by calling Desktop Support at 1.800.766.6067 ext 1747. To access Cougar Web, please go to <https://online.mountainstate.edu> At the top of the page you will find the Log In. Your Username is your Student ID # and your Password is assigned to you by MSU. Your account provides you with your personal information including your schedule, transcripts, student account balance, etc. If you should have any problems or questions, please contact itsupport@mountainstate.edu or call 1.304.929.1730.

Step 3

Financial Aid Process

Financial Aid consists of grants and loans for which you may be eligible.

In order to ensure that your application for financial aid has been received and processed, there are several steps that you must complete. Don't wait!

- Apply for your U.S. Department of Education (USDOE) Personal Identification Number (PIN) and complete your FAFSA at www.fafsa.ed.gov Remember, MSU's school code (called the OPE ID) is 003807. You must sign the free application for Federal Student Aid (FAFSA) electronically or mail in the signature page as soon as your FAFSA is submitted to the USDOE for processing. The USDOE needs this information in order to process your (FAFSA).
- Complete the online interview process at <http://www.mountainstate.edu/current/fa/> You can access this site by first creating a User ID and Password by following the Register Now link. You will use your newly created Password to electronically sign your interview. If you need help getting the interview completed and locked, contact our financial aid office at 1.800.766.6067 x3140 or faid@mountainstate.edu.
- New students must complete a Master Promissory Note (MPN) only once in order to receive student loans. After completing the online interview in Step 2 above, you will be prompted to sign an MPN with American Education Services (AES). Follow the directions for completing the MPN online. You can sign you MPN electronically using your USDOE PIN, or you may have a paper MPN mailed to you by calling AES at 1.877.603.6010.
- If you have been selected for verification by the USDOE, you must provide numerous documents to our virtual office before your aid can be processed. Please try to get these documents in as quickly as possible so that your aid is not delayed. This information can be mailed to the virtual office at Mountain State University, Virtual Financial Aid Office, P O Box 17709, Greenville, SC 29606. Or you may fax it, toll free to 1.877.535.3980.

- Most importantly, follow up on your student aid and account. To check the status of your financial aid, please go to: <https://mountainstate.vfao.com/> Select Student Interview Center in the second paragraph, then select Student Financial Aid Status Report. You can also view your student account balance on Cougar Web to see if your aid has been posted at <https://online.mountainstate.edu>. You must keep informed of your account balance so that you do not end a term with a balance. Future registration will be held unless your account is paid in full.
- If you have problems completing your aid, contact our virtual office at 1.877.906.1723. You may also call the MSU Financial Aid Office at 1.800.766.6067 x3240 or 1.866.497.4111 or faid@mountainstate.edu.

Remember to check your email frequently for important updates about your financial aid and student account status.

Step 4

Registering For Classes

Course Prefix	Course Number	Program Code	Section	Cohort Location	Cohort Number
OL	301	BSOL	C1		
OL	302	BSOL	C1		
OL	402	BSOL	C1		
OL	425	BSOL	C1		

Step A Go to <https://online.mountainstate.edu>

Step B Enter your User ID and Password (If you have not received your User ID and password for the Cougar Web please contact Cougar Web Support at 1-800-766-6067 ext 1730).

Step C Select the tab at the top labeled My Academics

Step D Find the Registration and Schedules Information portal and then click on Registration and Schedules inside the portal (highlighted in blue)

Step E Find the Course Schedules portal and then click on Course Search inside the portal

Step F Select the correct term listed on the cohort calendar provided

Step G Cohort students only. Find the drop down box labeled Faculty. Use the drop down search to find your facilitator. Leave all other options as they are and skip to Step J. If you do not know your facilitator, skip to Step I.

Step H Find the box labeled Department. Use the drop down box to find the department of the course you would like to register for. (ex. Math 102 Beginning Algebra, Mathematics Department)

Step I Find the box labeled Campus. In-Seat Cohort Students, find the listing for the location where you will actually be taking your classes. If you are searching for an Individualized Study course, find the Individualized Study location.

Step J Leave all other options as they are and click Search at the bottom of the page

Step K Scroll through courses available and check the Add box along the left column next to each course you would like to add to your schedule

- *Cohort Students* choose your courses (ex. OL 301 BSOL C1 30) according to your program (ex. SPCH, LPNBSN, SPBUS, RNBSN, BABS, MSSL), your cohort number and in-seat (C1, C2). If you do not know your cohort number, please contact your advisor.
- *Individualized Study* courses will have an IS 01 after the department prefix and course number. IS 01 is paper-based Individualized Study (ex. Engl 100 IS 01).

If there is no box to add a course, check to be sure you have the correct term with the correct year listed. If you are registering late, you will not be able to register online. Please fill out a registration form and fax into the registration office at 1.304.253.5072.

Step L Once courses have been selected, click Add Courses at the bottom of the page

If an error occurs requiring a pre-requisite, you will not be able to register online. Your advisor will have to review your information to be sure you meet the requirements. Please complete a registration form and fax to the registration office at 1.304.253.5072.

Step 5

Accessing Blackboard

Prior to convocation – you will need to complete the following:

- Be sure to use a browser that is compatible with Blackboard. Internet Explorer 6.X (with service pack 1 or 2), Firefox 1.0, Firefox 1.7, Firefox 2.X, and Netscape 7.2 are all supported browsers. Additionally Internet Explorer 7.X, Firefox 3.X and certain releases of Safari may work; however, the browser check window may occasionally show – this should be ignored. AOL browsers are not supported. Students must have a broadband Internet connection. Dial-up access is too slow to access the learning management at a satisfactory speed.
- You will also need Adobe Acrobat Reader to view many of the course materials at Mountain State University. If you do not have this free software installed, please download it now from the following address: http://www.adobe.com/products/acrobat/readstep2_allversions.html

- Make sure your computer is set up for online access of courses. Access the online site by starting your Internet Browser and go to the following address: <http://msu.blackboard.com> This address will display a Login Page. Follow the directions on the Login Page to ensure proper browser and computer functionality for your courses.
- Your Blackboard ID will be the same as your MSU Cougar Email user name which generally (but not always) is the same as your "Firstname.Lastname" – (this ID is "case sensitive" and the first letter of each name is capitalized. Please note the period between names). Your password is "changeme" (please note it is all lower case). You will be prompted to change your password once you log-in to Blackboard. Create a hint for recalling your new password and verify it.
- The My Courses page will then be displayed with the first course for which you are enrolled. Click on the OL 301, Adult Learner course under the center section for Course List. This will take you to the Course Content (homepage). On the homepage, click on Online Readiness Quiz to get started. Based on your responses to this quiz, you will be directed to the Student Tutorial as necessary. You will need to complete the Student Tutorial Quiz with a 70% or higher to gain full access to the Blackboard system.
- Complete the Blackboard Tutorial by accessing the tutorial links within the OL301 class. The Blackboard Tutorial has been designed to provide you with instructions on how to use this online platform for your BSOL courses including sending emails, posting messages to a discussion room, and chatting in real time. Reminder: You should complete the tutorial before your Convocation. Even if you are familiar with online courses or Blackboard, each program may use different features or use them in different ways.
- All work should be completed in the Microsoft Office Software complete for Power Point, Word, etc. Other word processing software may be used, however, you must save all files as Rich Text Files. If you do not have word processing software, Open Office is a software package suite that has programs compatible with Microsoft Word and PowerPoint. Open Office may be downloaded for free at <http://www.openoffice.org>
- Review the BSOL 301 Syllabi and Student Learning Guide. With the abbreviated time that we are together at Convocation, students who have a preliminary

picture of the BSOL program, Blackboard, and course requirements are much more at ease during Convocation. Pay particular attention to the types of learning activities and the schedule.

If you have questions regarding Blackboard, please contact Instructional Technology at elearningsupport@mountainstate.edu or call 1.800.766.6067 x1496.

Step 6

Access Your Email Account

Once you are registered for classes, your User ID and Password are emailed or mailed to you. Your Cougar Email Account will not be active until 24 to 48 hours after you are fully registered for classes, as explained at <http://mail.msucougar.org>.

If you are pre-registering for the upcoming term, your email account will not be active until your student account moves from the pre-registered stage to the registered stage. Until your new MSU Cougar Email account is activated, all email sent to you (such as your Cougar Web user name and password) from Mountain State University will be sent to the personal email account that you have initially placed on file with the university. If you have questions regarding MSU Cougar Email, please send an email to itsupport@mountainstate.edu.

To access your email account, please follow the directions below:

- Access the following web URL: <http://mail.msucougar.org>
- Your email address is: `Firstname.Lastname@msucougar.org`
- Enter your Username: `Firstname.Lastname` – (remember to capitalize first letters and note the period between names.)
- Enter your Password: (Student ID #)

If you are not sure of your Student ID #, contact Student Success Help Line by calling 866-497-4111.

If you need assistance accessing your email, call 1.866.367.6781 ext 1730, or email itsupport@mountainstate.edu for detailed information.

There is a one-time \$5.00 set-up fee that will be applied to your student account. In order to avoid your email account being closed, you must access this account every 90 days.

Step 7

Order Textbooks

The bookstore will no longer automatically be sending out OL/OLCJA 301 book bundles. Students now will need to go to the bookstore website distance.cougarshop.org and place their order as needed. Once they get to the bookstore website they will select textbooks from the menu on the left hand side of the screen, they will then need to select their term of leadership. Once the student places his/her order the bookstore will process the order and ship accordingly.

Step 1 Go to: distance.cougarshop.org.

Step 2 Click on "Textbooks" located in the blue menu on the right side of the screen.

Step 3 Select the term of Leadership.

Step 4 Select the semester for which you want to order books. Click "Continue to Select Courses."

Step 5 Select the course for which you want to order books. (ex. COURSE: Semester 1 OL SECTION: 302) and click "Continue to Get Course Materials."

Step 6 This page will display all materials required or recommended for the courses you selected. Beside each book, select whether you want new or used and click "Add to Cart" for each book you want to purchase. Click "Continue Checkout" at the bottom of the page once you have added all books to your cart. **Please note: Pricing is subject to change without notice. All totals are calculated using new prices, as we cannot guarantee availability of used books. Pricing changes often occur daily. We make every effort to ensure the accuracy of the pricing on the website.**

Step 7 The order preference page will be displayed. Select the order update action you would like to use for your textbooks by using the drop down menu. Make sure you read and check the disclaimer at the bottom of the page. Click "Continue Checkout."

Step 8 The "Log In" page will display next. If you already have a login, enter your email address and password and click "Continue." If this is your first time ordering, you will need to create a login. To create a login, click on "Register Here". Follow the steps to create a profile for shopping the website.

Step 9 The next pages will verify your shipping and billing addresses. A summary of your order will appear and you will need to select your method of shipment:

- **Ground** Cost is based upon a per book rate, shipping times will vary (must use physical address, no PO Boxes)

- **2nd Day and Overnight** Cost is based on weight of package and shipping distance, price will not be determined until books are packaged and weighed, your order confirmation will show a charge of zero until rate is determined (must use physical address, no PO Boxes)
- **PO Box** Shipping method for PO Box and APO address deliveries, these will take 5 or more days to deliver and cannot be expedited

****PLEASE NOTE: INTERNATIONAL AND APO PACKAGES TAKE SIGNIFICANTLY LONGER TO SHIP. IT CAN TAKE UP TO 3 WEEKS OR LONGER FOR THE PACKAGE TO BE DELIVERED. WE CANNOT EXPEDITE THESE ORDERS.**

Step 10 Once shipment method is selected, click "Continue to Order Summary." Please review your order carefully. Notes to the bookstore may be added in the area at the bottom of the page.

Step 11 If your order is correct and complete, click "Continue to Select Payment."

Step 12 Select your method of payment. If you choose to have the books added to your student account for payment with your Financial Aid monies, please use your Student ID # as your account number. If you use Financial Aid as your form of payment, your books will not be sent until we can verify enrollment in your courses. Click "Process Order."

Step 13 Print the order confirmation page for your records. Make note of your order number, you will need this if you contact the bookstore about any issues with your order.

You may contact the bookstore at 304.929.1659 or 1.800.766.6067 x1659 if you have any questions regarding your books.

Phone orders for textbooks cannot be taken. You must order your books via our website.

If you need to purchase school supplies, please visit www.cougarcatalog.com.

Once an order is placed, processing may take 3 to 5 days. We make every effort to have your order out the day after it is placed, but sometimes unforeseen events will not allow this. Selecting a faster method of shipping (2nd day or overnight) will only expedite the shipping time, it will not expedite the processing of your order.

Other Information

Organizational Leadership Syllabi

Syllabi may be accessed and printed from blackboard.

Withdrawal & Drop Policy For Cohort Students

- ***Drop/Add period***

A student may drop a course prior to the second class period of a course as identified on the cohort calendar. Completed forms must be postmarked or transmitted by facsimile no later than that date. The Add/Drop Schedule Change form may be accessed from the following site: <http://www.mountainstate.edu/depts/registrar/forms.aspx>

Students who drop a course are NOT charged for that course; however, a \$5.00 administrative fee will be assessed for processing a Drop Form. Once the Drop Form is processed, tuition and fee charges will be removed from the student's account balance. Please remember - students will have to enter each course they are dropping from on the form. Dropping one course will NOT affect enrollment in any other courses in which you are enrolled.

- ***Withdrawal***

Students may submit a Withdrawal Permit beginning with the second class period through the end of the course. A student may not withdraw from a course once the course has ended. Completed forms must be postmarked or transmitted by facsimile no later than the last date of the course. Please see your cohort calendar to identify the last class session. The Withdrawal Permit may be accessed from the following site: <http://www.mountainstate.edu/depts/registrar/forms.aspx>

You are advised to speak with your facilitator prior to submitting a Withdrawal Permit form. In addition, you are advised to speak with a with a Financial Aid Representative by calling 800-766-6067 ext 3240 or faid@mountainstate.edu

In many cases, you may need to complete a Drop/Add form and/or a Withdrawal Permit. Refer to the dates which are posted on your cohort calendar.

If you decide that you cannot continue, you must submit a Withdrawal Permit after the drop period has ended. In addition, you must submit an Add/Drop form for courses that have not started.

The Add/Drop form and Withdrawal Permit may be submitted by facsimile to the following number 304.253.5072. Forms may be mailed to the following address: Mountain State University, Attn: Student Records, P O Box 9003, Beckley, WV 25802

Please contact the Student Records office to verify receipt of your Withdrawal Permit or Add/Drop form(s) at 800-766-6067 ext 1677.

- ***Student Withdrawals From Course Or University***
It is the student's responsibility to use the proper process to withdraw from a class or from the University. In order to withdraw, students need to complete a withdrawal form and have it signed by the appropriate faculty member and senior academic officer. The withdrawal form is available through the registrar's office or online. If the student uses the online form, it needs to be printed, signed, and returned to the registrar's office (signed faxes are usually accepted and forwarded to the faculty). The process may be found in the University Catalog. Depending on when a student withdraws, the student may be entitled to a limited refund or no refund at all. It should be noted that there is a difference between "dropping" a class and "withdrawing" from a class. Dropping a class refers to a student's ability to drop a class within the first five business days of a semester without penalty; thereafter, the withdrawal policy applies.
- ***Non-Attendance***
If a student does not attend a class for which the student has registered within the first week of class, the faculty member must notify the registrar of the non-attendance and advise that the student should be dropped from that class. Notification of nonattendance is made on the official attendance roster which must be returned to the registrar's office following the beginning of each semester. Similarly, students in on-line courses are required to "attend" their course through active participation on-line within the first week of class to confirm their enrollment/attendance.

Individualized Study students are required to contact their instructor(s) within the first three weeks of registration to establish communication. Additionally, each student is responsible in completing at least one assignment or examination with a passing grade before the mid-term point of the course (within the first 2 months of being enrolled in the course(s) to demonstrate progress in the course(s).

Disruptive Behavior

If a student engages in behavior that interferes with the instructional process, the faculty member should meet and discuss the need to correct the behavior with the student. The student should be warned of the possibility of dismissal from the class if the disruptive behavior continues. In emergency or other exigent circumstances, a student may be temporarily removed immediately. If the behavior is so severe that the student may need to be removed and dismissed from the class, the faculty member should consult with the supervising academic officer prior to dismissing the student from the class. Such a dismissal decision may be appealed immediately through the student appeal process.

Statement of Understanding

Students registering agree to the following: All tuition and fees are due the first day of each semester, unless financial aid has been approved, or arrangements for the payment plan are made through Student Accounts.

Students may be administratively dropped from class if they are not making payments in a timely manner.

It is the student's responsibility to complete all requests for all forms of financial assistance to satisfy debts with Mountain State University. Some financial aid programs have application deadlines and some cohort programs may not be eligible. Should a student's employer require direct billing in order for payment to be disbursed to the University, the student agrees to notify the MSU Student Accounts Office and submit a Third Party Billing Statement.

MSU requires prompt payment of all student charges. Each student is responsible for paying all expenses incurred and ensuring that all account transactions are accurate.

Students who owe a balance to MSU are not permitted to register for additional courses and are not permitted to attend any classes in which the student is not officially registered. Students with an account balance will not receive transcripts, diplomas or certificates and may be administratively withdrawn.

Unpaid student account balances will be released to a collection agency with any collection fees and finance charges added to the student's account balance. By registering for classes, the student acknowledges that he/she has read the Statement of Understanding and agrees to all terms and conditions.

Academic Responsibilities

I understand that the four semesters of the BSOL curriculum are a major component of a broad undergraduate degree that provides me with a background in, and an understanding of, the nature and dynamics of any organization. Completion of the four semesters of OL courses does not obtain a degree alone. Additional general education courses and elective courses are required for the 128 hour bachelor's degree in Organizational Leadership. Class experiences are focused on the development of skills in critical thinking, problem solving, and decision making. Through a combination of once-a-week class meetings, weekly online chats, and group and individual assignments, I will have completed 48 semester hours in approximately 18 months. Each 16-week semester consists of a series of three courses and a practicum, which is integrated throughout the semester and presented at the semester's conclusion.

I have received a copy of my cohort calendar for semesters 1-4 of the BSOL program. I understand that tuition may increase during the time that I matriculant at Mountain State University.

Academic Advising

An academic advisor is available to assist you with questions in regards to completion of your degree requirements for the Organizational Leadership program between 8AM-5PM, Monday-Friday. Your Academic Advisor for the BSOL program is Bobbi Brown. She can be reached at bbrown@mountainstate.edu or via phone at 1-800-766-6067 EXT 1579.

While your advisor can help you make sure that you are reaching your academic goals, it is each student's responsibility to meet all course and degree requirements. Your advisor can work with you on a plan for completion of the additional general education and elective courses required for the OL degree outside of the four semesters of OL coursework. This also may involve reviewing any prior credit or transfer work to ensure you are registered for the correct courses in order to prevent duplication of credit.

If you choose to self-advise, it is imperative that you follow the college catalog in effect when you first enrolled. However, if you interrupt your program of study for two or more consecutive terms (excluding summer sessions), you are subject to the requirements in effect when you re-enroll.

Standards of Academic Progress

In accordance with the Department of Education Regulations the Standards of Academic Progress have been revised to be in compliance.

The major changes are as follows:

- Freshmen students will be placed on academic and financial aid probation with grade point average (G.P.A.) less than 1.77. A student with less than 27 credit hours is considered a freshman.
- The completion rate for freshmen students is 50%. Students with 27 credit hours or more must have a 67% completion rate. The completion rate is the percentage of earned hours in relation to credit hours attempted.

Please review in depth the new policy. This information has been posted to:

- <http://online.mountainstate.edu/> (under the announcements section)

- <http://www.mountainstate.edu/current/fa/>
- <http://www.mountainstate.edu/depts/registrar/sanctions.aspx>

Accessing Your Grad Report

The Grad Report/Progression Sheet will identify the transfer credit awarded, courses completed, and the courses in progress, for your degree. It is imperative that you follow the Graduation Report to ensure completion of your degree requirements.

Before contacting your Academic Advisor you will need to review your Grad Report available on your personal Cougar Web. You may access Cougar Web by following these steps:

Step 1 Access the following site: <https://online.mountainstate.edu>

Step 2 Under login - enter your User Name and Password (your User Name is also your Student ID #, and your Password is assigned upon processing your online application and is then mailed to you within 7-10 days).

Step 3 Choose My Advising tab and then Grad Report on the left side of the screen.

Grades

Final grades for each term will be available on Cougar Web at <https://online.mountainstate.edu>. Mountain State University will only mail final grades upon request. Written requests must include the student's full name, Student ID #, and student signature, when submitted to Mountain State University, Office of the Registrar, P O Box 9003, Beckley, WV 25802.

Distance Education ID/Library Card Application

To complete your ID/Library Card Application, go to Quick Links at bottom of the home page: www.mountainstate.edu - double click on MSU Library. On the left side of the screen, click on Distance Education ID/Library Card Application. Complete the form and submit. Or you may go to:

https://www.mountainstate.edu/current/library/distancelearning/dl_library_application.aspx This will enable you to access our online library resources.

Complete The MSU Orientation Process

Be sure to follow all of the material within this document in order to have full knowledge of the University's policies and procedures, as well as your rights, as they are identified in the MSU Student Handbook. You may access this information at the following links:
<http://www.mountainstate.edu/current/handbook/default.aspx>
http://www.mountainstate.edu/current/policies/family_ed.aspx

Assistance

If you need assistance with Registration, Student Accounts, or Book Ordering for future semesters, please call the Student Services Helpline at 1.866.497.4111.

Declaration of Major Form

To ensure accuracy of major designations, graduation audits, etc, all students must declare a major.

Legal Name: _____

Social Security#: _____

Student ID#: _____

Cohort: _____

Location: _____

Intended Major: (Please check one)

- SPHC - LPN to BSN (Spectrum Health Care/Licensed Practical Nursing to Bachelor of Science in Nursing)
- RN to BSN (Registered Nursing to Bachelor of Science in Nursing)
- MSSL (Masters of Strategic Leadership)
- BSOL (Bachelors of Organizational Leadership)
- BSOLH (Bachelors of Organizational Leadership: Hospitality Leadership)
- SPCJ (Spectrum: Criminal Justice)
- SPCBUS (Spectrum Business)
- SPEC (Spectrum: Early Childhood)
- CNET
- Other (Please indicate):

Request for Change of Major/Double Major Form

___ I request permission to change my program of study.

___ I request permission to pursue to add a major.

Full Name: _____
(Last) (First) (Middle) (Maiden)

Local Address: _____

Cougar Email: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Social Security Number: _____ ID Number: _____

Current Major: _____

Current Concentration: _____

Circle one: I would like to **change/add** the following major:

Please circle one: Bachelor Associate Certificate Master

Major: _____

Concentration: _____

Catalog Year: _____

Student Signature: _____ Date: _____

Advisor: _____

For Office Use Only

Advising Year Code: _____

Major Code: _____

Date Processed in Advising: _____

Concentration Code: _____

Date Processed in Admissions: _____

Advisor Code: _____

ADD/DROP SCHEDULE CHANGE FORM

Campus
 Beckley
 Martinsburg

Student's Name _____
 Last _____ First _____ Middle _____

Social Security Number _____ Student ID Number _____

Semester			Year				
Dept.	Course Number	Section Number	Course Name	Day and Time	Add or Drop	Credit or Audit	*Class Overload Permission <small>Please Initial</small>
OL	301	C1	_____	_____	_____	_____	[]
OL	302	C1	_____	_____	_____	_____	[]
OL	402	C1	_____	_____	_____	_____	[]
OL	425	C1	_____	_____	_____	_____	[]
_____	_____	_____	_____	_____	_____	_____	[]
_____	_____	_____	_____	_____	_____	_____	[]
_____	_____	_____	_____	_____	_____	_____	[]
_____	_____	_____	_____	_____	_____	_____	[]
_____	_____	_____	_____	_____	_____	_____	[]

*Must obtain signature of faculty if class is full or if beyond the add/drop period.

SIGNATURES:

 Student Date

 Academic Advisor(only required for Adds) Date

 Enrollment Services Date

For Enrollment Services and Student Account Use Only:

Total Tuition and Fees \$ _____

Refund Period \$ _____

Total Amount of Credit \$ _____

Memo:

Appendix

Passwords

Cougar Web

<https://online.mountainstate.edu>

Enter your Username (Student ID #):

Enter your Password (mailed to you by MSU)

Changed by you

If you should have any questions or problems regarding Cougar Web, please send an email to itsupport@mountainstate.edu, or call 1.304.929.1730

Financial Aid

<https://mountainstate.vfao.com>

Username

Password

OPE ID (MSU's School Code): 00380700
USDOE PIN (U. S. Department of Education)

FAFSA (Free Application for Federal Student Aid)

<http://www.fafsa.ed.gov/>

Password

AES (American Education Services)

<http://www.aessuccess.org>

Username

Password

Registering for Classes Online

<http://www.mountainstate.edu/depts/registrar/onlineregistration.aspx>

User Name: (Student ID #)

Password: (Sent to you by MSU)

Blackboard

<http://msu.blackboard.com>

Enter your ID: Firstname.Lastname

Password: changeme

If you should have questions regarding Blackboard or WebCT, please send an email to earningsupport@mountainstate.edu

Student Email

<http://mail.msucougar.org>

Enter your Username: Firstname.Lastname@msucougar.org (Please note the period between the names)
Student ID #

If you should have questions regarding your email account, please send an email to itsupport@mountainstate.edu

Cougar Shop (Bookstore)

<http://www.cougarshop.org>

Email address

Username

Password

Student ID# (use as account #)

Library

<http://www.mountainstate.edu/library/default.aspx>

Catalog

The current edition of the university's undergraduate catalog is posted on our website www.mountainstate.edu/majors/onlinecatalogs/default.aspx. All students are required to review the catalog and adhere to the policies, procedures, terms and conditions contained therein. You may also request a paper version by calling student services at 1.866.FOR.MSU1, x4111

Contacts

University Information Center 1.866.497.4111 for current students.

Cougar Web itsupport@mountainstate.edu

Email Account itsupport@mountainstate.edu; 1.800.766.6067 x1730

Transfer Records Coordinator 1.800.766.6067 x1590

Financial Aid Office Contact VFAO at 1.877.906.1723 or www.mountainstate.vfao.com; you may also contact the main campus at 800-766-6067 x3240 or faid@mountainstate.edu

Veterans Benefits Jennifer Lamb, Veterans Coordinator, 800.766.6067, x1321; jlamb@mountainstate.edu

Application Processing Clerk for Cohort Students Andrew Currence, 1.800.766.6067 x1553; acurrence@mountainstate.edu

Registration Clerk for Cohort Students 1.800.766.6067 x1442

Accessing Blackboard <http://msu.blackboard.com>; 1.800.766.6067 x1496

Bookstore Clerk for Cohort Students 800.766.6067 x1325

Academic Advising Academic Advisor, Bobbie Brown, 1.800.766.6067 x1579, bbrown@mountainstate.edu

Library & Learning Resources Sue Phillips, Academic Resource Librarian, 1.800.766.6067 x1534, suephil@mountainstate.edu

Technical & Computer Support 1.800.766.6067 x1747; onlinesupport@mountainstate.edu

Student Accounts studentaccounts@mountainstate.edu

Third Party Billing Clerk for Cohort Students Carol Brown, 1.800.766.6067 x1521; cbrown@mountainstate.edu

