

# **Mountain State University**

**ORLANDO  
SPRING 2011-12 Schedule**

**JANUARY 9 – APRIL 30**



**Pre-Registration Begins  
November 7, 2011**

**For More Information  
Call 929-INFO or 1-866-FOR-MSU1  
[www.mountainstate.edu](http://www.mountainstate.edu)**

## Registration Dates for SPRING 2011-12

	<b>Traditional Classes</b>	<b>Independent Study Classes</b>
<b>Pre-Registration</b>	<b>November 7 – December 30</b> Monday – Friday 8:00 am – 5:00 pm	
<b>General Registration</b>	<b>January 3 - 7</b> Tuesday – Friday 8:00 am – 6:00 pm  Saturday 9:00 am – 2:00 pm	<b>December 16 – April 15</b> Monday – Friday 8:00 am – 5:00 pm  *Online until April 15
<b>Late Registration</b>	<b>January 9 - 13</b> Monday – Thursday 8:00 am – 6:00 pm  Friday 8:00 am – 5:00 pm	
<b>Last Day to Add/Drop</b>	<b>January 13</b>	within <b>10 business days</b> of registration for the class

## **Spring 2011-12 Academic Calendar for Traditional Studies (2012 Calendar Year)**

November 7	Pre-Registration Begins
January 7	Last Day for General Registration
January 9	Classes Begin
January 9-13	Late Registration and Add / Drop period
January 13	Last Day to Add / Drop
January 16	Martin Luther King holiday observed; University Closed
January 20	Graduation Application Deadline for Spring & Summer Graduates
February 27-March 2	Mid-Term Examination Week
March 7	Mid-Term Grades Due Registrar
March 12-16	Spring Break
April 6	Last Day to Withdraw
April 23	Last Day of Class
April 24-30	Final Examinations
April 30	Last Day of Semester
May 2	Final Grades Due to Registrar
May 12	Commencement (Beckley Campus)



# Tuition and Fees

## 2011–2012 Academic Year

### MAIN CAMPUS

410 NEVILLE STREET  
BECKLEY, WV 25801

### CENTER TOWNSHIP

1 CAMPUS DRIVE  
MONACA, PA 15061

### MARTINSBURG

UNIVERSITY CENTER  
214 VIKING WAY  
MARTINSBURG, WV 25401

### MOORESVILLE

CATALINA BAY AT LAKE NORMAN  
517 ALCOVE ROAD  
MOORESVILLE, NC 28117

### ORLANDO

151 SOUTH WYMORE RD  
SUITE 200  
ALTAMONTE SPRINGS, FL 32714

### HICKORY CENTER

2760 HIGHWAY 70 SE  
HICKORY, NC 28602

### All Campuses and Locations; Independent Study

Not all programs are available at all campuses and locations; see the website or speak with an enrollment coordinator for details.

#### Undergraduate Tuition and Fees (per credit hour)

Undergraduate study for all courses and programs not listed below	\$320
Culinary Arts (CA) courses	\$360
Diagnostic Medical Sonography (DMS) courses	\$360
Emergency Medical Services (EMS) courses	\$360
Nursing (NURS) courses	\$375
Occupational Therapy Assistant (OTA) courses	\$360
Physical Therapy Assistant (PTA) courses	\$360
Radiologic Technology (RADT) courses	\$360

#### Graduate Tuition and Fees (per credit hour)

Graduate study for all courses and programs not listed below	\$400
Executive Leadership (doctoral)	\$700

#### Graduate Nursing

Administration and education concentration	\$450
Family nurse practitioner concentration	\$450
Nurse anesthesia concentration	\$550
Clinical fee for GCRNA 690, 691, 692, and 693, per semester	\$4400
Physician Assistant	\$450

#### Online Study

##### Undergraduate Tuition and Fees (per credit hour)

Diagnostic Medical Sonography (DMS) courses	\$495
All other online undergraduate courses	\$365

##### Graduate Tuition and Fees (per credit hour)

Executive Leadership (doctoral)	\$725
Psychology	\$400
Strategic Leadership (master's)	\$475

#### Military Discount

Active duty military, reservists, and National Guard members are eligible for a discounted tuition rate of \$250 per credit hour\* for many undergraduate programs. Spouses and dependents are also eligible for the offer.

\*This tuition rate applies to undergraduate general tuition only. It cannot be used for graduate or selective enrollment programs, or be combined with any other discount or promotional offer. Other restrictions may apply.

### Other Fees

Application Fee	
U.S. citizens and permanent residents	\$25
International application fee	\$50
D.E.L. program application fee	\$75
E-mail service fee (one-time fee, all students)	\$5
E-mail reactivation fee (if account is not accessed for 90 days)	\$5
Lab fee for CA 203	\$80
Clinical fee for GCRNA 690, 691, 692, and 693, per semester	\$4400
English Language Training (ELT), per week	\$130
Malpractice liability insurance, per year	\$25
<i>Applies to all undergraduate and graduate programs in the Patsy H. Haslam School of Health Sciences.</i>	
Graduation	\$100
Additional Degree	\$50
Graduation Late Fee	\$50
Change of Date	\$100
Thesis submission	\$20
Thesis binding (6 copies)	\$120
Thesis copyright	\$30
Returned check	\$25
Payment Plan Late Fee	\$35
Official transcript (no charge for first copy)	\$5
Overnight transcript delivery (in addition to transcript fee)	\$25

#### Notes

2011–2012 fees are in effect from summer 2011 through spring 2012. Tuition and fees are subject to change without notice.

If you are enrolled full time in traditional courses, any independent study course must be paid in full (or have approved financial aid) at the time of registration.

No additional tuition costs apply for out-of-state or international students. Tuition for traditional campus-based and independent study undergraduate courses includes a general fee of \$75 per credit hour. Additional course and program fees may apply; check with the program administrator for details.

**If you register for courses and do not attend, it is your responsibility to officially withdraw in writing. If you fail to withdraw and stop attending, you will still be responsible for all charges to your account. If you withdraw, you may still owe for the course. Speak with a financial aid representative if you plan to drop or withdraw from classes; you may still be responsible for charges.**

## Registration Information

Students who are 18 years of age must sign their own university documents and forms unless the university has the written consent of the student for a second party to process and sign the paperwork in the student's absence. The person signing in the student's absence will assume guarantor status.

The submission of an application and signing of the attached registration form represents an optional and voluntary decision on the part of the student to participate in the services and privileges offered by the University. The student understands and accepts responsibility for reading and abiding by university publications including academic requirements and the student code of conduct. The student recognizes that the University has the right to change the schedule as deemed necessary.

Students can register via paper registration in the Benedum Center on the Beckley campus or online using Cougar Web. Any student wishing to register for a practicum course must contact the Career Services Office to obtain approval and a practicum registration form with the appropriate signatures prior to registration.

An academic advisor is available to assist you in completing your program requirements. While an advisor will help you make sure that you are reaching your academic goals, it is each student's responsibility to meet all course, program and graduation requirements.

If you choose to self advise, it is imperative that you follow the college catalog in effect when you first enrolled. 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.

You must have a balance of \$200.00 or less prior to registering for classes.

## Paper Registration Instructions

Students must have a photo ID in order to complete any university transaction on campus.

Paper registration forms should be signed by the academic advisor to ensure courses are taken within the program of study.

## Online Registration Instructions

Please follow the steps below to register online:

**Step 1:** Go to <http://online.mountainstate.edu>

**Step 2:** Enter your **User ID** and **password**. Your Cougar Web User ID is your **Student ID Number** and your Cougar Web **password** (a random alphanumeric) is either mailed to the postal address that the University has on record for you, or it is e-mailed to the personal email

address that you may have provided and is on record with the University. If you need assistance with your Student ID Number or your Cougar Web password, please e-mail Tech Support at [itsupport@mountainstate.edu](mailto:itsupport@mountainstate.edu).

**Step 3:** Read the privacy policy

**Step 4:** Select **My Academics**

**Step 5:** Select **Registration and Schedule** courses

**Step 6:** Select **Course Search** and enter the desired term and other criteria you would like to search

**Step 7:** Select **Add** next to each appropriate class for which you need to register

**Step 8:** Select **RESET** when repeating steps 4-7 for each course

**MAIN Campus Courses** - Courses available on the **Main Beckley campus** are listed as **WV001**

**INDEPENDENT Study Courses** – Courses are listed as **WVI01**

**If you will be enrolled in more independent study credit hours than traditional hours, you are strongly advised to speak with a financial aid representative prior to registration. International students are required to enroll in a minimum of 9 credit hours of in-seat courses.**

**You cannot receive financial aid for an upcoming term if your enrollment period for the previous term has not passed. You may not register for upcoming independent study courses before your previous term's completion date and receive financial aid.**

**Search Criteria:** Tab to **Department** under **Detailed Search for Courses** and select the department from which you would like to take a course from the **Department** drop-down menu. Click on the **Search** button located at the bottom of the screen:

**Step 6:** Select **Campus – Independent Study**

**The versions of independent study courses available include:**

<b>Format of Syllabus</b>	<b>Type of Examination</b>	<b>Section Number</b>	<b>Example</b>
Paper syllabus	Tests completed in testing center or with an approved proctor	01	ENGL 101 IS 01 WVI01
Online syllabus	Tests completed online (some may require a proctor)	W1	ENGL 101 IS W1 WVI01

**Step 7:** Select **Add** next to each appropriate class for which you wish to register

**Please check the day and time before you save your selection.**

# Financial Aid

Financial aid consists of grants, scholarships, and student loans. You can review details of these awards by visiting [www.mountainstate.edu](http://www.mountainstate.edu) and clicking on **Financial Aid/Financial Aid Resources**. All financial aid awards require the following three basic steps at MSU:

**STEP 1**      **Complete a Free Application for Federal Student Aid (FAFSA)** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure you choose the correct academic year in which you will be requesting aid. **MSU's school code is 003807**. Print a copy for your records once you have submitted the application. The copy will contain an EFC (Estimated Family Contribution) number you will need for additional processing. If you have questions about completing the FAFSA please call toll free 1-800-4FED-AID.

**STEP 2**      **Complete the VFAO Interview at <http://mountainstate.vfao.com>**. It is necessary to complete STEP 1 above before beginning the Interview because you will need to enter your EFC score. Again, be sure you choose the correct semester for which you want aid. The interview will inform the University regarding the semester for which you need aid, your grade level, and other information that is needed for processing. If you have questions about completing the interview, please call toll-free 1-877-906-1723. Part of the eligibility for financial aid is based upon the cost of attendance (COA) at the school you are attending. Federal guidelines state that the COA consists of average tuition, fees, books, living expenses, transportation and miscellaneous expenses. All educational aid added together cannot exceed your COA. Therefore, it is very important that you list all aid you will receive as requested in the VFAO Interview. Other aid may consist of Veterans benefits, state grants, rehabilitation, employee waivers, scholarships, military tuition assistance, etc. This list is not inclusive but examples of aid you might receive. Note: Aid not listed on the interview as part of the initial award process can result in recalculation later that could require aid being returned.

**STEP 3**      **Complete Master Promissory Note**. If you have decided to apply for a Federal Stafford Loan and have never had a loan before at MSU, you must complete a Master Promissory Note (MPN). Without completing this step, the lender cannot legally disburse your student loans. The MPN must be completed online and you can reach the application through a hyperlink found on the VFAO website.

**SPECIAL NOTE:** Federal Stafford Loans require that you be enrolled at least half time (6 credit hours for undergraduate students/3 credit hours for graduate students) at the time of disbursement to be eligible to receive the award. ***Once these steps are completed and you are registered for classes, our financial aid staff will begin processing your award(s).***

If you applied for financial aid and want to make sure that you have completed the process, please contact a student services representative at **1-866-497-4111**, or the Virtual Financial Aid Office at **1-877-906-1723**, or the financial aid hotline at **(304) 461-3240**.

## Withdrawal and Refunds

Refunds will be given **ONLY** upon complete withdrawal from the institution. You will not be eligible for a refund if you do not withdraw from every course in which you are enrolled for the term.

Students must officially withdraw in writing. The **only** way to **initiate** the withdrawal process is to **return** the **completed** Withdrawal Form to the Student Services Office in the Benedum Center.

### Students Receiving Financial Aid

Federal Department of Education regulations require that the Financial Aid Office recalculate financial aid (including Pell, SEOG & Stafford Loans) eligibility for students who **completely** withdraw, drop out, are dismissed, or take an approved leave of absence prior to completing 60% of the semester.

Please refer to the following hyperlink for Federal guidelines regarding withdrawals and Return to Title IV funds: <http://www.ifap.ed.gov/sfahandbooks/attachments/0708Vol5C2a.pdf>

For those students who completely withdraw from **all courses**, the federal regulations require the school to recalculate the amount of federal aid that a student has “earned.” The Department of Education formula is as follows:

Percent earned = # of days completed up to the withdrawal date divided by total days in the semester.

Federal aid is returned to the federal programs based upon the amount that is designated as “unearned.”

Students who completely withdraw after completing 60% or more of their semester will be able to keep all Federal funding. However, state grants may have to be returned depending on which grants the students receive. All state grant information can be found by using the hyperlink: <https://secure.cfwv.com/Default.aspx>

This refund calculation applies upon complete withdrawal from the institution. A refund **IS NOT** calculated on partial withdrawals. Since independent study, cohort, and online courses have nonterm beginning and ending dates, the refund will be calculated on the 60% point of the term designated for the specific course.

## Students NOT Receiving Financial Aid

Refund Policy for Withdrawal from **ALL** Traditional Courses : **You will not be eligible for a refund if you do not withdraw from every course in which you are enrolled for the term.**

	<b>SPRING</b>
<b>90% Refund</b>	<b>January 16 - 20</b>
<b>50% Refund</b>	<b>January 23 - 27</b>
<b>NO REFUND</b>	<b>February 4</b>

## Independent Study Students NOT Receiving Financial Aid

Payment must be made in full at time of registration for Independent Study students not receiving financial aid. Students have 10 business days to add/drop independent study courses. Students **WILL NOT** receive a refund on independent study courses after the drop date.

*If you are a cohort student, please see the withdrawal and refund policy online, in the current catalog, or request a copy at the Benedum Center.*

## **Payment Information**

All tuition and fees are due the first day of each term unless financial aid has been approved or arrangements for the payment plan are made through Student Accounts. Payment for tuition, fees, and books may be made by cash, check, debit card, VISA, MasterCard, American Express, or Discover. Payments can be made at the Benedum Center, online at <http://online.mountainstate.edu>, by phone or by mail. Payments made by mail will need to reach the student accounts office by the date the payment is due. A \$25.00 fee will be charged for all returned checks. If a check is returned, the student may be **ADMINISTRATIVELY WITHDRAWN** for nonpayment and will still be responsible for all charges on the accounts.

If a balance of more than \$200 remains unpaid at the end of the current semester or if a previous semester's balance exists, you will be **DENIED REGISTRATION** for the following term. You will also be denied grades, transcripts, and other university services, including graduation, until the balance is paid.

A student statement can be accessed online at <http://online.mountainstate.edu>. A student statement will be mailed upon request. Please follow the steps below to view your statement and make payments online:

1. Go to <http://online.mountainstate.edu> and enter your user id and password
2. Click on **My Finances**
3. Click on **My Account Balances**

4. Click on **Course and Fee Statement** to view your account detail.
5. Click on **Make a Payment** to pay with credit card or electronic check.

### **PAYMENT PLANS**

MSU provides a payment plan option for all students. Payments will be due in equal installments. The payment schedule is as follows:

	<b>SPRING</b>
<b>1<sup>st</sup> Payment Due</b>	<b>January 20</b>
<b>2<sup>nd</sup> Payment Due</b>	<b>February 17</b>
<b>3<sup>rd</sup> Payment Due</b>	<b>March 16</b>

**If any payment is not received within 5 days after the due date, a late fee of thirty-five dollars (\$35.00) will be added to the account.**

### **FINANCIAL AID RECIPIENTS**

Students who are receiving financial aid may not be required to pay the first payment. Financial aid recipients are responsible for ensuring that amounts due are paid in full by the end of the current term. If your registration status changes, your financial aid and the amount due the university may be adjusted accordingly.

**If you are entitled to a refund check after your financial aid is applied, the check will be mailed within 14 days. All checks must be mailed unless you sign up for direct deposit. You may register for direct deposit or debit cards for your refunds by visiting the student accounts web page and click on the “get your refund direct” link to sign up.**

**Keep in mind financial aid dates are anticipated, and actual aid may not be posted on the respective date.**

### **THIRD PARTY BILLING**

Students whose tuition is being paid by an employer or other party must present the employer’s letter of authorization or the third party’s tuition authorization to the Student Accounts Office prior to registration. Failure to submit all required paperwork in a timely manner may delay processing of the third party billing. The student is responsible for any and all amounts not paid by the third party. **The Third Party must be willing to pay during the semester and payment cannot be contingent upon completion of the course or require the student to earn a minimum grade.**

# Florida Campus Course Schedule

## 2011-12 SPRING

11/4/2011

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Course	Section	Credits	Title		Bldg	Room	Professor/Instructor	Notes
Days	Beg Time	End Time						
<b>CHEMISTRY</b>								
CHEM 201	01	3.00	Chemistry for the Health Sciences I					
F	08:30 AM	12:30 PM			ORLND	B	Staff	March 5 - April 30
CHEM 201L	01	1.00	Chemistry for the Health Sci I Lab					
F	01:00 PM	05:30 PM			ORLND	B	Staff	March 5 - April 30
<b>COMPUTER INFORMATION SYSTEMS</b>								
CIS 115	01	3.00	Fund of Computer Applications					
R	05:30 PM	10:00 PM			ORLND	E	Staff	January 9 - March 2
CIS 115	02	3.00	Fund of Computer Applications					
	01:00 PM	05:30 PM			ORLND	B	Staff	January 9 - March 2
<b>COMMUNICATION</b>								
COMM 204	01	3.00	Intro to Speech Communication					
W	08:00 AM	12:30 PM			ORLND	C	Staff	January 9 - March 2
COMM 204	02	3.00	Intro to Speech Communication					
R	05:30 PM	10:00 PM			ORLND	C	Staff	January 9 - March 2
<b>ENGLISH &amp; LITERATURE</b>								
ENGL 101	01	3.00	English Composition I					
T	05:30 PM	10:00 PM			ORLND	C	Staff	January 9 - March 2
ENGL 101	02	3.00	English Composition I					
F	08:00 AM	12:30 PM			ORLND	C	Staff	January 9 - March 2
ENGL 102	01	3.00	English Composition II					
T	05:30 PM	10:00 PM			ORLND	C	Staff	March 5 - April 30
ENGL 102	02	3.00	English Composition II					
F	08:00 AM	12:30 PM			ORLND	C	Staff	March 5 - April 30
<b>GRADUATE- NURSING</b>								
GNURS606	01	3.00	Thesis or Project					
	00:00 AM	00:00 AM					Diana K. Foley	
GNURS614A	01	3.00	Administration Theory and Pract I					
	00:00 AM	00:00 AM					Staff	
GNURS615	01	3.00	Hlth Maint and Promotion of Aggrega					
	00:00 AM	00:00 AM					Staff	
GNURS616A	01	3.00	Education Theory and Practicum I					
	00:00 AM	00:00 AM					Staff	
GNURS624A	01	3.00	Education Theory and Practicum II					
	00:00 AM	00:00 AM					Staff	
GNURS625A	01	3.00	Administration Theory and Pract II					
	00:00 AM	00:00 AM					Staff	

# Florida Campus Course Schedule

## 2011-12 SPRING

11/4/2011  
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Course	Section	Credits	Title	Bldg	Room	Professor/Instructor	Notes
Days	Beg Time	End Time					
<b>GRADUATE- NURSING</b>							
GNURS661	01	1.00	SpTp:			Staff	
		00:00 AM	00:00 AM				
<b>HISTORY</b>							
HIST 101	01	3.00	History of World Civilizations I			Staff	March 5 - April 30
W		05:30 PM	10:00 PM	ORLND	D		
<b>HUMANITIES</b>							
HUMN 101	01	3.00	Humanities I			Staff	January 9 - March 2
W		05:30 PM	10:00 PM	ORLND	D		
<b>LEGAL STUDIES</b>							
LGLS 298	01	3.00	Business Law			Staff	January 9 - March 2
S		08:00 AM	12:30 PM	ORLND	B		
LGLS 298	02	3.00	Business Law			Staff	March 5 - April 30
T		05:30 PM	10:00 PM	ORLND	B		
<b>MATHEMATICS</b>							
MATH 102	01	3.00	Beginning Algebra			Staff	January 9 - March 2
W		01:00 PM	05:30 PM	ORLND	B		
MATH 116	01	3.00	Elementary Statistics			Staff	March 5 - April 30
R		05:30 PM	10:00 PM	ORLND	E		
MATH 120	01	3.00	College Algebra			Staff	January 9 - March 2
F		08:00 AM	12:30 PM	ORLND	B		
<b>PHILOSOPHY</b>							
PHIL 190	01	3.00	Ethics			Staff	March 5 - April 30
R		05:30 PM	10:00 PM	ORLND	C		
PHIL 200	01	3.00	Medical Ethics and Law			Staff	January 9 - March 2
S		08:00 AM	12:30 PM	ORLND	D		
PHIL 200	02	3.00	Medical Ethics and Law			Staff	March 5 - April 30
W		08:00 AM	12:30 PM	ORLND	C		
PHIL 201	01	3.00	Introduction to Philosophy			Staff	March 5 - April 30
S		08:00 AM	12:30 PM	ORLND	D		
<b>PHYSICAL SCIENCE</b>							
PHSC 101	01	3.00	General Physical Science I			Staff	January 9 - March 2
T		05:30 PM	10:00 PM	ORLND	E		
PHSC 102	01	3.00	General Physical Science II			Staff	March 5 - April 30
T		05:30 PM	10:00 PM	ORLND	E		

**Florida Campus Course Schedule**  
**2011-12 SPRING**

11/4/2011  
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Course	Section	Credits	Title	Bldg	Room	Professor/Instructor	Notes
Days	Beg Time	End Time					
<hr/> <b>PSYCHOLOGY</b> <hr/>							
PSYC 201	01	3.00	Principles of Psychology				
M	05:30 PM	10:00 PM		ORLND	E	Staff	January 9 - March 2
PSYC 201	02	3.00	Principles of Psychology				
S	08:00 AM	12:30 PM		ORLND	C	Staff	January 9 - March 2
PSYC 212	01	3.00	Lifespan Developmental Psychology				
S	08:00 AM	12:30 PM		ORLND	B	Staff	March 5 - April 30

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**SOCIOLOGY**

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SOCI 201	01	3.00	Introduction to Sociology				
M	05:30 PM	10:00 PM		ORLND	E	Staff	March 5 - April 30
SOCI 201	02	3.00	Introduction to Sociology				
S	08:00 AM	12:30 PM		ORLND	C	Staff	March 5 - April 30

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## Additional Information

### Admissions (New students only)

Complete the application for admission and pay the non-refundable \$25 application fee. Applications are available in the Benedum Center or you may complete the application online at <http://www.mountainstate.edu/future/enrollment/apply>.

If you are a high school graduate, request that official sealed transcripts be mailed from your high school. If you earned a GED, please contact the State Department of Education in the state where the test was completed to request an official transcript.

If you have attended a college or university, it is not necessary that MSU receives an official high school transcript. However, you must request that official sealed transcripts be mailed from each college or university that you have attended to the Admissions Processing Office. (In addition to official college transcripts, an official high school transcript may be required for certain programs).

### Academic Advising

Academic Advisors are available to assist you with your course selection. Advisors are available in the Benedum Center or you may contact an academic advisor at 304-929-1347, 304-929-1651 or 304-929-1415.

An update of your academic progress is available online and you may access your advising worksheet from the following site: <http://online.mountainstate.edu>

**Step 1:** Login to Cougar Web using your username and password.

**Step 2:** Click on **My Advising** tab

**Step 3:** At the left of the page, select the link for **Degree Requirements (Advising Worksheet)**:

**Step 4:** In the middle of the page, select **View All Details**.

- A slightly different view of your advising worksheet is available when select **My Degree Audit** at the bottom of the page (there is a PDF icon next to it); this will give you the same report you get when you visit the Advising Office.
- This shows all the courses needed for the degree and what has already been completed.

#### As An Alternative, You Might Also....

**Step 1:** Select **Remaining Courses Needed for Degree** (located at the far left of the page).

**Step 2:** Select **Click here** to view the course needs for <student's name>. This shows all remaining course needed for degree completion.

The advising/progression sheet will identify the courses completed and the courses in progress for your degree. It is imperative that you follow the advising worksheet to ensure completion of your degree requirements. Some courses require prerequisites. It is your responsibility to check prerequisite requirements in your college catalog. The advising worksheet will identify the hours earned and the hours required for your degree. Please use this tool when selecting courses for your upcoming semester. The advising worksheet is an unofficial report. The Office of the Registrar will complete an official audit once your graduation application is received in Student Services.

## Graduation Reminder

If you will be enrolled in **ALL** of your final degree requirements, you must submit an application for graduation prior to registering for your last semester of classes. If the application for graduation is received after the start date of your final semester of degree requirements, you will be assessed a late fee of \$50 in addition to the designated application fee.

### **Traditional & Online Students**

The application deadline for a traditional conferral date has passed. Students who will complete final degree requirements on or before August 31, 2011 must apply for graduation using the 2011-12 application for graduation. Contact the graduation coordinator for conferral date questions.

**\*\* If you complete the requirement(s) before the official end date, your degree cannot be certified before the official end date passes.\*\***

### **Cohort & Independent Study Students**

Students who will complete final degree requirements on or before August 31, 2011 must apply for a monthly conferral date using the 2010-2011 application for graduation. Students with an official completion date of September 1, 2011-August 31, 2012 will be required to complete the 2011-2012 application for graduation. Your degree will be conferred on the last day of the month in which all program requirements are completed, all grades are posted, any transfer, training and/or testing credit is completed and posted on the academic transcript, and your official end date has passed. If the application for graduation is received after the start date of your final semester of degree requirements, you will be assessed a late fee of \$50 in addition to the designated application fee.

**\*\* If you complete the requirement(s) before the official end date, your degree cannot be certified before the official end date passes.\*\***

## Email Access

**Students are assigned an email address.** The University sends students important messages pertaining to registration, financial aid, student accounts and graduation using the MSU Cougar email. In addition, instructors utilize the email to communicate with students. Please follow the steps outlined below to utilize your email: **For email service, you will be charged a fee of \$5.00 for initial activation as well as any subsequent reactivations.**

### To Access Email

- ✓ **Access the following web access URL:** <http://mail.msucougar.org/>
- ✓ **Enter the Username: FirstName.LastName** (Please note the period between names)

Note: In some cases if there are other students with the same first and last names, your username may be different. If you experience difficulties, please contact tech support below.

- ✓ **Enter the Password: Student ID Number**

Students with setup questions should call 304.929.1730 / 1.866.FOR.MSU1 ext 1730 or e-mail Tech Support at [itsupport@mountainstate.edu](mailto:itsupport@mountainstate.edu) for detailed information.

## Cougar Shop

The MSU bookstore is located at 410 Neville Street in Beckley. Textbooks and MSU merchandise including apparel and school supplies are available for purchase. Students can also find discounted computer systems, a large variety of health care supplies, reference material, dorm room supplies and great gifts for family and friends.

The Cougar Shop is open Monday thru Friday 8am – 5pm with extended hours for registration as noted under the Registration Information section. Please visit <http://cougarshop.org> or contact the Cougar Shop by phone at 304.929.1325 for additional information.

## SPRING 2011-12 Registration Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Student ID# \_\_\_\_\_ Cohort # & Program (if applicable) \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Major \_\_\_\_\_ Concentration or Minor \_\_\_\_\_ **Circle One:** Associate or Bachelor

### Add courses for the SPRING 2011-12 term

Dept. Prefix	Course No.	Section No.	Course Name	Days	Begin Time	End Time	Credit Hours	Credit Or Audit

### Drop courses from the SPRING 2011-12 term

Dept. Prefix	Course No.	Section No.	Course Name	Days	Begin Time	End Time	Credit Hours	Credit Or Audit

**Notice:** All coursework for Independent Study courses must be complete, final grades posted, and GPAs must meet satisfactory academic progress before you will be eligible to receive financial aid for the following semester. Please see your financial aid counselor if you have questions about your term dates and how these courses can impact your financial aid.

By signing this form I agree to the terms and conditions on the back of the form.

\_\_\_\_\_  
 Student's Signature                      Date                      Advisor's Signature                      Date

## TERMS & CONDITIONS

- I have read and understand the add, drop and withdrawal policies and timelines for this term.
- I understand that I must contact the Financial Aid office to determine what effect, if any, dropping or withdrawing from my course(s) will have on receiving/retaining financial aid award.
- I understand that I must complete the FAFSA and online interview within the first 10 days of my semester if I plan to pay with financial aid monies.
- I have read and understand the attendance policy.
- I understand that I may be dropped from my course(s) if I fail to comply with the university attendance policy and any financial aid monies received may need to be returned. I further understand that returning financial aid may result in an increase to any balance due on my student account.
- I understand that if I am enrolling in Independent Study classes in addition to in-seat or online classes, I will need to contact the Financial Aid office prior to registration to determine what effect, if any, it will have on my award monies. I understand that all coursework for Independent Study courses must be complete, final grades must be posted, and GPAs must meet satisfactory academic progress before I will be eligible to receive financial aid for the following semester. (Please see your financial aid counselor if you have questions about your term dates and how these courses can impact your financial aid.)
- If I decide that I do not want to participate in an Independent Study course for which I have enrolled, I understand that I must officially drop the course within 10 business days of the registration date. Further, I understand that I must verify my participation in each Independent Study course within 10 business days or I may be administratively dropped from the course.
- I understand that I should contact my academic advisor prior to the beginning of every semester to ensure I am meeting degree requirements.
- I hereby grant Mountain State University full authority to credit federal or state financial aid directly to my student account. These funds may be used for payment of any current tuition, room, board, books, supplies, fees, and/or insurance charges, or up to \$200.00 on prior balances.
- I agree to pay any balance remaining after payment from financial aid, employers or other outside agencies have been applied to my account. Any balance remaining will be due in full by the last day of the semester for which I am currently registering.
- I agree that I will be responsible for all charges to my account, including those not posted to my account at the time charges were made. I understand that my official transcript and/or diploma will not be released until my account is paid in full.
- I understand and agree that any legal action or proceeding relating to my use of Mountain State University's web site or any Mountain State University services shall be brought exclusively in federal or state court sitting in Beckley, Raleigh County, West Virginia and will be governed by and construed exclusively in accordance with the laws of the State of West Virginia, notwithstanding conflicts of laws principles.