

# Registration and Schedule Changes

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## Registration

Each **graduate student admitted to a degree program** must meet with his/her advisor to determine course(s) for the subsequent semester and receive a release for registration for online registration.

To receive a registration release, an **unclassified graduate student** must submit an unclassified registration form to the Graduate School after receiving permission from the department(s) in which the student plans to take coursework. A staff member in the department must enter a major override for each course to allow the student's registration to occur. The approval steps in this process are outlined on the form and must be followed. Access the form at the Unclassified Registration Form Webpage ([http://grad.msstate.edu/forms/pdf\\_forms/unclassified\\_graduate\\_worksheet.pdf](http://grad.msstate.edu/forms/pdf_forms/unclassified_graduate_worksheet.pdf)).

## Course Retake Policy

Course Retake Policy is provided in the Program of Study Subsection (<http://catalog.msstate.edu/archives/2015-16/graduate/academic-policies/program-of-study/#courseretake>) of the Academic Policies Section.

## Add/Drop

**(Add or drop an individual course)**

- Add/Drop without penalty - A student can drop a class during fall and spring semesters through the fifth class day and can add a course through the sixth class day without fee assessment or academic penalty.
- Drop after the fifth class day through the 30th class day - A student who drops a course after the fifth day will receive a W on his/her transcript and be assessed a fee. The student's advisor must specify the effective date on the Add/Drop form.
- **Drop after 30th class day** - A student can drop classes after the 30th class day in documented cases of serious illness, extreme hardship, or failure of the instructor to provide significant assessment of academic performance. The student's advisor and academic dean must approve the request, and the dean must specify the effective date. The student receives a W on the transcript and is assessed a fee.

Summer term add/drop schedules are found on the Graduate Academic Calendar (<http://catalog.msstate.edu/archives/2015-16/graduate/academic-calendar>).

**By dropping a course, the student avoids the automatic assignment of grades of F and assessment of outstanding tuition and fees, even if the student never attended the class. Following the outlined procedure also avoids future difficulties in obtaining transcripts or reentering the University.**

## Withdrawal

**(Drop entire current semester schedule)**

To drop an entire current semester schedule, the student accesses the Withdrawal Request found on the MyBanner for Students Registration Menu. **By completing this process, the student avoids the automatic assignment of grades of F and assessment of outstanding tuition and fees, even if the student never attended class. Following the outlined procedure also avoids future difficulties in obtaining transcripts or reentering the University.** In most circumstances the student is permitted to register for the subsequent semester without penalty.

A summer semester student uses the Withdrawal Request when dropping the entire schedule for Maymester or either of the 5-week terms or the 10-week term. Withdrawing from one summer term (e.g., Maymester) does not affect the student's schedule for another summer term (e.g., 2nd 5-week).

The withdrawal of a student is not effective for any date prior to the actual date of withdrawal except in documented cases of serious illness or extreme hardship, and then only upon approval of the student's academic dean.

**The student is responsible for payment of all tuition and fee charges unless he/she CANCELS HIS OR HER SCHEDULE before classes begin. See the refund schedule at <http://www.controller.msstate.edu>. Failure to take prompt and appropriate action may result in significant payment obligations and holds.**

## Retroactive Withdrawal

**(Drop entire prior semester schedule)**

In rare and unusual circumstances, a student may request a retroactive withdrawal for a previous semester by submitting a completed petition. A copy of the petition form can be obtained online at the Retroactive Withdrawal Form Webpage ([http://www.provost.msstate.edu/resources/students/forms/forms/Petition\\_for\\_retroactive\\_withdrawal.pdf](http://www.provost.msstate.edu/resources/students/forms/forms/Petition_for_retroactive_withdrawal.pdf)). The student must also submit all required documentation. The student's academic dean, the dean of the Graduate School, and the Provost must approve the request for retroactive withdrawal.

## **Audit a Course**

Upon recommendation from the relevant course instructor and subject to approval by the appropriate dean and Registrar, a student may enroll to audit a course. The approval to audit must occur prior to the official enrollment count day (tenth class day for spring and fall semesters; third class day for summer school sessions). A student may not change from credit to audit or audit to credit status after the official enrollment count day. An audited course counts as part of the regular load. Students auditing a class are not required to take tests and/or examinations or to prepare other written assignments. Otherwise, conformity to regular classroom rules including attendance requirements is the same as for students taking the course for credit. At the time the request for audit is approved, the professor will inform the student auditing the class of attendance expectations. Failure to meet any or all of these requirements may result in an auditor being administratively dropped from the class roll. No audited course may be counted as part of the required hours of any degree or program requirements.

A student who must be enrolled full-time cannot count an audited course as part of full-time enrollment; an audited course must be taken in addition to enrollment in 9 hours. This is especially important for graduate assistants.

## **Concurrent (Dual) Degree Matriculation**

An applicant may apply and be admitted into more than one degree program concurrently. Concurrent degree matriculation requires *prior* approval of each department. If the student is approved to pursue two degrees concurrently at MSU, no more than 9 hours of coursework used in one degree program may be applied toward meeting the requirements for the second degree.