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Registration Information

Missouri University of Science and Technology
Office of the Registrar

- Pick up an Advising Agreement Form from the Registrar's Office beginning October 18 or print one off of the web at: http://registrar.mst.edu/classofferings/spring.html.
- Schedule a meeting with your academic advisor prior to Advising Week, October 22-26, for spring scheduling.
- Prepare for the meeting with your advisor by reviewing your degree requirements using your degree audit available through Joe'SS.
- Obtain approval from your advisor for special processing such as pass/fail or hearer status using forms provided on the web for this purpose.
- During advising, your advisor will need to remove your registration advising hold.
- Your appointment time for registration will be available on Joe'SS.

Joe'SS will be available for registration after your appointment time. Appointment times begin October 29 for priority registration. Joe'SS will remain open for registration and add/drop through January 14. However, students are encouraged to take advantage of Priority Registration.

Address Check

While using Joe'SS to register, check your addresses to verify that your schedule and fee statement will be sent to the correct address. If incorrect, the address information may be updated through Joe'SS.

Alternate Sections

If a section of a course is closed because the capacity has been reached, always choose an alternate open section of the course, if available.

Wait-Lists

Waitlisting is simply adding your name to a list for a closed section of a course. The following outlines pertinent information for wait listing a course.

- If space becomes available, the Registrar's Office will register students in the order in which their name is added to the wait list.
- If you are still on the wait-list at the beginning of classes you must attend the first class meeting in order to be considered for enrollment by the instructor.
- If approval is given by the instructor, you must submit an add form to the Registrar's Office.

Pass/Fail-Hearer Status

- Students must register for the course through Joe'SS.
- Complete the appropriate form available through the Registrar's Office web page.
- Submit it to the Registrar's Office for processing

Time Conflicts

Joe'SS will not permit the scheduling of courses with a conflict in meeting time (exception: sections of Math 1140 and 1160).

- Register by Joe'SS for all courses not in conflict.
- Complete the appropriate form available through the Registrar's Office web page for the course in conflict.
- Once approved, submit form to the Registrar's Office for processing prior to first class day.

Scheduling Excess Credit Hours

The normal undergraduate schedule consists of not more than 19 credit hours. Joe'SS will not permit students to schedule more than that. You may schedule extra credit hours if approved. (See below)

- If your GPA is equal to or greater than the minimum listed in the *Student Academic Regulations*.
- Register for the courses that do not exceed the maximum permissible credit hours.
- Complete the appropriate form available through the Registrar's Office web page.
- Once the form has been approved and signed, submit it to the Registrar's Office for processing.

Dually Enrolled Undergraduates

Undergraduate students that have applied and been accepted for dual enrollment in graduate courses in the last semester of their senior year (students in the honors program or Master Student Fellowship Program can dually enroll in the last two semesters) must identify the course(s) being taken for graduate credit.

- Students must enroll for normal credit through Joe'SS.
- Complete the appropriate form available through the Registrar's Office web page.
- Submit the approved form to the Registrar's Office before the first class day.

Instruction Modes

Instruction modes are assigned to each section and serve as an indicator to the student of the expected teaching format:

- **(P) Classroom Based:** The class meets face-to-face on a regular schedule for the required 750 minutes per credit hour time period. The class may meet in a classroom on-campus or at an alternative physical meeting location. The class may use the Internet to accompany in-person instruction. Example: Class X meets MWF at 10am in TMH 199.
- **(B) Blended class instruction:** The class meets face-to-face on a regular schedule (weekly, bi-weekly, or monthly), typically in a classroom on-campus, but may be at an alternative physical meeting location. A portion of the 750 minutes/credit hour time period for the class is delivered via the Internet rather than in a physical classroom. It is sometimes called hybrid. Example: Class Y meets TR at 10am in TMH 199 and F class time is replaced by web instruction/activities.
- **(OS) On-Line Synchronous**: The class is primarily online, and students must gather online at the same time regularly (weekly, bi-weekly, or monthly) for 'meetings' via the Internet. The class may have minimal in-person meetings, like an orientation at the start of the term or the requirement for in-person, proctored exams.
- **(OA) On-Line Asynchronous:** The class is primarily online, with no required online meetings, students may complete the work on their own timeline throughout the semester. The class may have minimal in-person meetings, like an orientation at the start of the term or the requirement for in-person, proctored exams.