

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic
Operating Policy and Procedure Manual

DATE: March 22, 1991
Last Revised: November 10, 2006

SUBJECT: AOP 31.10 – Schedule Planning and Registration

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding and standardize procedures for schedule planning and registration at Mississippi State University.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the registrar with recommendations for revision presented to the Provost and Executive Vice President.

POLICY/PROCEDURE

Every student in the University is provided with an academic advisor. A student who has selected a specific major will find the name of the advisor or undergraduate coordinator for that major listed under the name of the department or the major subject in the appropriate college or school section of the Bulletin. A student who is uncertain of his/her choice of major may register as Undecided; the University Academic Advising Center advises all students in the Undecided category. In addition, advisors are assigned in the appropriate colleges for students wishing to pursue Interdisciplinary degrees.

Before registering for any semester, each student is responsible for consulting his/her advisor to secure signed approval for a specific schedule of courses. Students then enter their schedules through the University registration system beginning at an assigned time.

A period of schedule planning and registration for the following semester is provided near the end of each regular term; registration for the summer school terms occurs during the spring registration period. MSU faculty and staff may register at any time during scheduled registration periods. Graduate students will normally be assigned registration times during the first few days of

registration. Undergraduate students will be assigned times for registration based on total number of semester hours passed and grade point average. Students with the highest numbers of hours successfully completed will be the first to be assigned times for registration. When more than one student has the same number of hours completed, the student with the highest cumulative grade point average will be first. Students with a disability, student athletes, GI Bill recipients and co-op students will be assigned times during the first three days of registration. Their registration may be completed earlier as advisor approved registration forms are submitted to the Registrar's Office by the Director of Student Support Services, the Assistant Athletic Director for Academic Services, and the Director of the Cooperative Education Program, but all student courses scheduled must have prior approval by the student's regular academic advisor in his or her academic major department (or in the University Academic Advising Center, in the case of students who have not yet declared a major). Students in the Shackouls Honors College program, who are in good standing within the Honors College, will also be assigned times for registration during the first three days of registration. To eliminate any problems with over-scheduling of sections by these groups of students, department heads may place restrictions on specific courses by major or classification and may limit the availability of class seats in any section of a scheduled course.

Exceptions to the established sequence of registration times based on extraordinary circumstances may be made by the Registrar's Office. Prospective new students normally complete schedule planning and registration following orientation sessions scheduled by Student Affairs. Late registration is permitted immediately prior to the beginning of classes.

A student who for any reason has been unable to register during regular or late registration may still do so up to the last day for adding courses as listed in the Academic Calendar.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2016

APPROVED:

<u>/s/Peter L. Ryan</u>	<u>5/18/12</u>
Associate Provost for Academic Affairs	Date

<u>/s/Jerome A. Gilbert</u>	<u>5/23/12</u>
Provost and Executive Vice President	Date

<u>/s/Meghan Millea</u>	<u>6/5/12</u>
President, Robert Holland Faculty Senate	Date

REVIEWED BY:

/s/Lesia Bryant
Director, Internal Audit

6/18/12
Date

/s/Jean L. Lucas
General Counsel

7/24/12
Date

APPROVED BY:

/s/Mark Keenum
President

7/31/12
Date