



## **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.

### **POLICY/PROCEDURE**

Every student in the University is provided with an academic advisor. Undergraduate students should find the name of their academic advisor listed in Banner. Refer to [AOP 12.38 Undergraduate Academic Advisement](#) for more guidance.

Before registering for any semester, students are responsible for consulting their academic advisor to secure approval for a specific schedule of courses. Students then enter their schedules through the University registration system beginning at an assigned time. Sample course syllabi may be available electronically in Banner during the registration process for students to gain a better understanding of the course content. Electronic syllabi available during registration are not official. Syllabi presented in class by the instructor of record are official syllabi.

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, those receiving veterans' benefits, and co-op students, with appropriate university documentation, will be assigned times during the first three days of registration. Their registration may be completed earlier but all student courses scheduled must have prior approval by the student's regular academic advisor in their academic major department (or in the appropriate advising center as defined in [AOP 12.38](#)). Students in the Shackouls Honors College program 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 (or equivalent positions) 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

Academic Affairs.

Registration is permitted until the time specified in [AOP 12.01 Academic Add/Drop](#).

**REVIEW**

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

**REVIEWED BY:**

/s/ John Dickerson 1/28/2026  
Associate Vice President, Enrollment Services Date

/s/ Peter Ryan 1/28/2026  
Executive Vice Provost Date

/s/ David Shaw 2/9/2026  
Provost and Executive Vice President Date

/s/ Stacy Haynes 3/6/2026  
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 3/30/2026  
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 3/31/2026  
General Counsel Date

**APPROVED BY:**

/s/ Mark E. Keenum 4/27/2026  
President Date