



## **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 Assistant Vice President for Enrollment and 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. Undergraduate students who have selected a specific major should find the name of their academic advisor listed in Banner. Additionally, undergraduate students will find the name of the department contact for that major listed under the name of the department or the major subject in the appropriate college or school section of the Undergraduate Catalog. Undergraduate students who are uncertain of their 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, 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, GI Bill

recipients 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 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 and school directors 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. 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.

**This policy has been superseded.**

**REVIEWED:**

/s/ John Dickerson  
Assistant Vice President for Enrollment &  
University Registrar

09/26/2018  
Date

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

09/26/2018  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

09/24/2018  
Date

/s/ Randolph F. Follett  
President, Robert Holland Faculty Senate

10/15/2018  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

10/18/2018  
Date

/s/ Joan Lucas  
General Counsel

10/17/2018  
Date

**APPROVED:**

/s/ Mark Keenum  
President

10/22/2018  
Date

**This policy has been superseded.**