Registration and Schedule Changes

Registration
When a student is admitted into a degree program or as an Unclassified graduate student, the following steps are followed to register for class.

- **Graduate student admitted to a degree program:** the student must meet with his/her advisor to determine course(s) for the subsequent semester and receive a release for online registration.
- **Unclassified graduate student:** the student uses an Unclassified Registration Form (http://www.grad.msstate.edu/files/unclassified_graduate_worksheet.pdf) to request permission from the academic department(s) to take a course. This permission includes the department's entering a major override in Banner for each course. When permission is obtained, the student submits the form to the Graduate School to receive the registration release.

To register, the student accesses the Registration menu on MyBanner for Students and clicks on Register for Classes to enroll.

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

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 course 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.

Dual (Concurrent) Degrees
An applicant may apply and be admitted into more than one degree program concurrently. Concurrent degree matriculation requires approval of each department provided to Graduate School Admissions staff. 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.

Add/Drop
Schedule Changes - Fall and Spring Semesters
- A student has through the fifth class day into the semester to drop a course and through the sixth class day to add a course without being assessed a fee or academic penalty.
- From the fifth class day through the 36th class day, a student who elects to drop a course must receive the approval of his/her advisor, will be assigned a “W” on his/her academic record, and be assessed a fee.

Summer Maymester, First Term, Second Term, and and Ten-Week Term
Consult the Registrar's Calendar or the Graduate Calendar for add/drop dates for each Summer term.

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). 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.