

Greetings from the Registrar's Office!



Welcome to all new and returning students! We hope you have had a great summer and a great start to your semester. Please feel free to visit our web site or contact us if you need assistance.

M Please make note of these important upcoming dates!

MON SEP 03	Holiday -- NO CLASSES and University offices are CLOSED
TUE SEP 04	Last day to drop or add a course online (by 11:59pm)
TUE SEP 04	Last day to submit a request to take a course on a pass/fail or audit basis (requests must be in the Registrar's Office by 4:30pm)
WED SEP 05	W grade period begins
MON SEP 17	Winter web schedule & other registration information available online
THU SEP 27	Application deadline for Fall degree (applications must be filed in the Registrar's Office by 4:30pm) Applications for the master's degree (graduation) must be filed with Graduate Studies & Adult Learning.
FRI SEP 28	Deadline to change/add a major or minor in time for Spring 2019 advisement. Any changes in major or minor submitted to the Registrar's office after this date will be processed, but TAP number and advisement will be done with the student's advisor as of this date.
WED OCT 03	Registration for Winter 2019 begins at noon Spring 2019 web schedule & other registration information available online
FRI OCT 05	Fall recess begins after last class
MON OCT 08	TAPs available to academic advisors for Spring 2019 registration
WED OCT 10	Fall recess ends at 7am
FRI - SAT OCT 12-13	Homecoming
TUE OCT 30	Graduate degree-seeking registration for Spring 2019 term
WED OCT 31	Graduate non-degree seeking registration for Spring 2019 term
FRI NOV 02	Deadline for making up a Summer & Spring 2018 incomplete grade for an undergraduate course
FRI NOV 02	Last day to withdraw from a course and receive a W grade (signed withdrawal card must be in the Registrar's Office by 4:30pm)
THU - FRI NOV 01-09	Spring 2019 undergraduate registration (degree audit access may be limited during this time)
TUE NOV 20	Thanksgiving recess begins after last class
MON NOV 26	Thanksgiving recess ends at 7am
MON DEC 03	Summer class schedules are available to view on web
MON DEC 10	Last day to change a pass/fail grade to a regular grade
MON DEC 10	Last day for graduate students to make up a Spring or Summer 2018 incomplete grade for a graduate course
MON DEC 10	Deadline for submitting graduate theses and grades for research reports to Graduate Studies & Adult Learning
TUE - FRI DEC 11- 21	MAX academic transcript & Degree Audit will not be available to students beginning at 6am
TUE - SAT DEC 11-15	Evaluation period -- Special class schedule Classes will meet during this period for regular instruction or for examinations
SUN DEC 16	Fall 2018 term ends
SUN DEC 16	Baccalaureate Commencement begins at 2pm
WED DEC 19	Deadline (12MN) for faculty to submit final grades for Fall 2018
FRI DEC 21	Fall 2018 grades are available to students via MAX after 4:30pm, degree audits available to students.

M ***For a complete Fall 2018 Academic Calendar, visit the Registrar's Office web site [located here.](#)***

M ***TAP Numbers available October 8th!***

If you are a currently registered undergraduate student and will be looking to register for Spring 2019 classes, you will NEED to obtain your TAP number from your academic adviser in order to register for Spring! Be sure to schedule an appointment to meet with your adviser on or after October 8th to obtain advisement and to get your TAP number *before* your appointment time in November (the registration appointment schedule will be available October 3rd)!

M ***'Ville Schedule Builder:***

Try the '[Ville Schedule Builder](#)'; a new web-based tool that will help you easily plan your class schedule. Whether you are an undergraduate or graduate student, you can select courses according to your preferences.

M ***Winter Session Classes***

A complete listing of winter session courses will be available to [view online](#) on September 17th! You can register for Winter classes via MAX starting October 3rd at Noon – just log in through the [myVILLE portal](#)!

M ***Know your rights under FERPA!***

Are your parents entitled to know your grades? What information about you is considered to be "directory information" at MU? Learn more about your rights regarding your education records under the Family Educational Rights and Privacy Act (FERPA) on our web site ([here](#)).

M ***Student Forms Center***

Looking to [change your Major](#) or [add a Minor](#)?
Do you need a [Transcript Request form](#)?

All of these (and more) are available in the Student Forms Center, available [here](#)!

M ***Get the most out of MAX***

Use the MAX student information system on the web to:

- Obtain enrollment verifications
- Update your address
- Check your Fall 2018 class schedule for meeting time/room/instructor
- Run a degree audit for your major
- View your grades and transfer credits

Log into the [myVILLE portal](#) to access MAX!

M ***Transfer Credit for Summer Courses:***

If you had approval to take courses at another college this summer, have an official transcript sent to the Registrar's Office so the credits can be recorded on your MU record. Note that an [Authorization for the Transfer of Credit](#) form MUST be completed before you take a course at another institution.