

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 02	Holiday -- NO CLASSES and University offices are CLOSED
TUE SEP 03	Last day to drop or add a course online (by 11:59pm)
TUE SEP 03	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 04	W grade period begins. (If course starts or ends outside of the regular Fall 2019 term (8/26-12/15), the withdrawal deadline will differ. Please contact the Registrar's Office for more information.)
MON SEP 16	Winter web schedule & other registration information available online
THU SEP 26	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.
MON SEP 30	Deadline to change/add a major or minor in time for Spring 2020 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 02	Registration for Winter 2020 begins at noon Spring 2020 web schedule & other registration information available online
FRI OCT 11	Fall recess begins after last class
MON OCT 14	TAPs available to academic advisors for Spring 2020 registration
WED OCT 16	Fall recess ends at 7am
FRI NOV 01	Deadline for making up a Summer & Spring 2019 incomplete grade for an undergraduate course
FRI NOV 01	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)
TUE NOV 5	Graduate degree-seeking registration for Spring 2020 term
WED NOV 6	Graduate non-degree seeking registration for Spring 2020 term
THU - FRI NOV 07-15	Spring 2020 undergraduate registration. See Registration Guide and Appointment Schedule on the Registration Information page for details.
TUE NOV 26	Thanksgiving recess begins after last class
MON DEC 2	Thanksgiving recess ends at 7am
MON DEC 02	Summer class schedules are available to view on web
MON DEC 9	Last day to change a pass/fail grade to a regular grade
MON DEC 9	Last day for graduate students to make up a Spring or Summer 2019 incomplete grade for a graduate course
MON DEC 9	Deadline for submitting graduate theses and grades for research reports to Graduate Studies & Adult Learning
TUE - SAT DEC 10-14	Evaluation period -- Special class schedule Classes will meet during this period for regular instruction or for examinations
SUN DEC 15	Fall 2019 term ends
SUN DEC 15	Baccalaureate Commencement begins at 2pm
WED DEC 18	Deadline (12MN) for faculty to submit final grades for Fall 2019
FRI DEC 20	Fall 2019 grades are available to students via MAX after 4:30pm. Degree Audit (GPA/repeats) will be updated per fall grades.

M **For a complete Fall 2019 Academic Calendar, visit the Registrar's Office web site [located here.](#)**

M **TAP Numbers available October 7th!**

If you are a currently registered undergraduate student and will be looking to register for Spring 2020 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 7th to obtain advisement and to get your TAP number *before* your appointment time in November (the registration appointment schedule will be available October 2nd)!

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 16th! You can register for Winter classes via MAX starting October 2nd 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 2019 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.