

Greetings from the Registrar's Office!

WELCOME
BACK
STUDENTS!

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

Please make note of these important upcoming dates!

JAN 29	W grade period begins. (If course starts or ends outside of the regular Spring 2020 term (1/21-5/9), the withdrawal deadline will differ. Please contact the Registrar's Office for more information.)
FEB 3	Graduate degree-seeking and certification students begin registration for summer terms (9 am) Summer undergraduate registration begins (9 am)
FEB 13	Graduate non-degree students begin registration for summer terms
FEB 13	Application deadline for undergraduate Spring degree (applications must be filed in the Registrar's Office by 4:30pm) Applications for the master's degree/graduation must be filed in the College of Graduate Studies and Adult Learning
MAR 2	Deadline to submit major/minor changes for the Fall 2020 advisement period. If you submit the form after this date, the change can still be processed, but your TAP number will be issued to your advisor prior to the change and during your early registration appointment time you may not be able to register for courses restricted to your new major/minor. Fall web schedule & other registration information available online
MAR 9	Registration TAPS will be available to academic advisers
MAR 16	Spring recess begins at 7am
MAR 23	Spring recess ends at 7am
APR 3	Last day to withdraw from a course & receive a W grade (signed withdrawal card must be in the Registrar's Office by 4:30pm) If course starts or ends outside of the regular Spring 2020 term (1/21-5/9), the withdrawal deadline will differ. Please contact the Registrar's Office for more information.
APR 3	Deadline for making up an incomplete grade for a Fall 2019 or Winter 2020 undergraduate course
APR 7	Graduate degree-seeking and certification students begin registration for fall term
APR 8	Graduate non-degree students begin registration for fall term
APR 9-17	Early undergraduate registration for Fall 2020. See Registration Guide and Appointment Schedule on the Registration Information page for details.
MAY 4	Last day to change a pass/fail grade to a regular grade Last day for graduate students to make up an incomplete grade Last day of regular class meetings for spring
MAY 4	Deadline for submitting graduate theses and grades for research reports to the College of Graduate Studies and Adult Learning
MAY 5-9	Evaluation period -- Special class schedule Classes will meet during this period for regular instruction or for examinations
MAY 8	College of Graduate Studies and Adult Learning Commencement
MAY 9	Baccalaureate Commencement (9 am); end of spring term
MAY 13	Final grades for spring term are due from faculty by 11pm
MAY 15	Final grades for spring term available to students via MAX after 4:30pm

 For a complete Spring 2020 Academic Calendar, visit the Registrar's Office web site [located here.](#)

M TAP Numbers available March 9th!

If you are a currently registered undergraduate student and will be looking to register for Fall 2020 classes, you will NEED to obtain your TAP number from your academic adviser in order to register for Fall! Be sure to schedule an appointment to meet with your adviser on or after March 9th to obtain advisement and to get your TAP number *before* your appointment time in April (the fall course listings will be available March 2nd)!

M 'Ville Schedule Builder:

Try the '[Ville Schedule Builder](#)': a 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 Summer Session Classes

A complete listing of summer session courses is available to [view online](#) now! You can register for Summer classes via MAX starting February 3rd at 9AM – 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 Spring 2020 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 Winter Courses:

If you had approval to take courses at another college this winter, 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.