

## FALL 2019 | NONDEGREE-SEEKING COURSE ENROLLMENT FORM

*(Please see the reverse of this form for more informational instructions and mailing options.)*

\*Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Alternate name(s) that you have used previously (if applicable) \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Is this a cell phone?  Yes  No  
Phone

Email address \_\_\_\_\_

\*\*Social security number \_\_\_\_\_  
(see reverse for information regarding MSU's use of this information)

■ Have you attended Missouri State previously?  Yes  No  
If yes, please provide your \*Bear Pass ID (also known as 'M' number): \_\_\_\_\_

\*\*\* Bear Pass ID / "M" number (if known) \_\_\_\_\_

Sex:  Male  Female | Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

■ Highest diploma or degree earned:  
 Master's or higher  Bachelor's  Associate's  
 High School  GED

■ School or college at which you earned the above diploma or degree:  
\_\_\_\_\_  
(Name of school or college) State

■ Are you seeking teacher certification at MSU?  Yes  No

Please indicate the course(s) for which you wish to register below.  
See the class schedule ([www.missouristate.edu/classschedule](http://www.missouristate.edu/classschedule)) for  
course information and appropriate CRN.

GRN	Course Code	Course #	Section	Credit Hrs
Example: 40681	ACC	201	001	3

■ Have you lived in Missouri the past 12 months for purposes other than being a student?  Yes  No

If no, of which state are you a resident? \_\_\_\_\_

■ Are you a U.S. citizen?  Yes  No

If no, are you a permanent resident?  Yes  No

If you are not a U.S. citizen or permanent resident, indicate your visa type and the country issuing your passport. (Required)

Visa type (e.g., B-1, H-1) \_\_\_\_\_

Country Issuing Passport \_\_\_\_\_

■ The following race and ethnicity questions are requested to assist the University in complying with Federal guidelines (these questions are optional).

Ethnicity: (Choose one)  Hispanic or Latino  Non-Hispanic or Latino

Race: (Choose one or more)

American Indian or Alaska native  Asian  Black or African American  
 Native Hawaiian or other Pacific Islander  White or Caucasian

■ Have you ever been convicted of, or pled guilty to, a crime (other than a misdemeanor traffic offense); are any criminal charges pending against you; or have you been dismissed/suspended from another college or university for disciplinary reasons? If yes to any of the above, please explain on a separate sheet of paper. (REQUIRED)

Yes  No

■ So that we can serve you more efficiently, please check the box that best describes your most recent military status (REQUIRED):

No affiliation  Active duty  Reservist  National Guard  
 Veteran  Military dependent  Prefer not to answer

Please check item that best describes your most recent branch of service (REQUIRED):

No affiliation  Air Force  Army  Coast Guard  
 Marine Corps  Navy  Prefer not to answer

Missouri State University (MSU) collects this information to enroll you into the university and to comply with federal and state law. Unless required by US law or authorized by university policy, MSU will not share your personal information. Any sensitive information, including past disciplinary or criminal actions, is used only for internal review purposes.

I certify that the information I have provided is accurate and acknowledge that falsified information may result in suspension from Missouri State University with loss of fees. I understand that by my signature below, I am agreeing to all terms of this form, including but not limited to, the My Payment Plan set forth on the reverse side. I further understand that I am responsible for full payment of all student fees for the course(s) for which I am registering, unless I officially withdraw from the University in accordance with the University's drop and withdrawal policy (regardless of whether or not I attend courses) and including, without limitation, the payment of attorney's fees and costs attributable to collection of any default in payment of sums due and owing by me pursuant to the terms of the My Payment Plan. I also agree that I am subject to the University's policies, rules and requirements applicable to students including, but not limited to, those stated in the University catalogs, class schedules, computer use policies and the Student Code of Rights and Responsibilities.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# FALL 2019 | NONDEGREE-SEEKING COURSE ENROLLMENT FORM

## How to Use this Form

You may use this form to enroll as either a **nondegree undergraduate student** (if you do not have a bachelor's degree) or a **post-baccalaureate student** (if you have a bachelor's degree or higher) without providing transcripts or test scores. As a nondegree undergraduate, you may take up to eight undergraduate credit hours per semester to a total of 24 credit hours. As a post-baccalaureate student, you may take either undergraduate or graduate courses with no limit on hours per semester or total hours; however, only nine hours of graduate credit may be earned under this classification. A maximum of nine hours of graduate credit earned by a student under this classification may be applied toward a graduate degree, and this application of credit is contingent upon program requirements. **Financial aid is not available to students under these classifications.** Post-baccalaureate is a graduate classification.

If you plan to seek a degree, you may use this form for your initial enrollment; however, in order to apply for a degree seeking program, you will be required to complete a regular application for admission through the Admissions Office (for undergraduate students) or the Graduate College (for graduate students), provide necessary transcripts and/or test scores, and pay an application fee. Your eligibility for admission will be determined according to current Missouri State University admission policies.

If you have attended Missouri State University previously, you may use this form to enroll in the nondegree status. If you wish to be reinstated into the same classification under which you last attended, you will need to submit the appropriate application to reapply. If you are a degree-seeking undergraduate or graduate and have attended any other college or university since last attending Missouri State, you will be required to submit official transcripts to the Office of Admissions (undergraduate) or Graduate College (graduate).

\* **Legal name**--as shown on your driver's license or government issued ID.

\*\* **Disclosure of your social security number (SSN) is voluntary.**

If you provide your SSN, it will be used for various administrative purposes at Missouri State University.

\*\*\* **Bear Pass ID** (also known as your 'M' number) is your student identification number. It is assigned when you are admitted to Missouri State University. If you do not yet have your Bear Pass ID, leave blank.

If you have questions regarding the use of this form, contact:

Missouri State University  
Missouri State Outreach Registration Services  
901 S. National • Springfield, MO 65897  
Phone: 417-836-4126 or toll-free at 877-678-2005  
Email: outreach@missouristate.edu

## My Payment Plan

**Eligibility:** Missouri State University allows students in good financial standing to make charges on their accounts for required student fees, residence hall charges, Magers Health Center Charges, parking permits and fines, bookstore charges, library fines and other charges and pay for those charges in installments. Therefore, this document contains all application and approval disclosures. Past due amounts will prevent a student from continuing in the My Payment Plan for subsequent semesters.

**Repayment Terms:** Charges incurred for and during the fall semester may be paid in three monthly installments beginning August 25 and ending October 25. Spring semester may be paid in three installments beginning January 25 and ending March 25. Two monthly installments may be made for summer charges, beginning June 25 and ending July 25.

**Finance Charges:** If all charges for the semester are not paid by the last business day of the month in which the semester begins, a finance charge will be applied at a monthly periodic rate of 1% to the remaining balance. The finance charge is at a fixed rate for the enrolled semester. Missouri State University further retains the right to modify, amend or change the finance charge rate in this agreement for subsequent semesters. This is an annual percentage rate of 12.68%. The annual percentage rate is the cost of your credit as a yearly rate. Finance charges will be added to the balance of your account.

**Amount Financed:** Charges included in My Payment Plan are based on the semester for or during which they are incurred, including tuition and fees, residence hall charges, bookstore charges, parking permits and fines, and any other charge incurred on the student's account. Students will electronically receive monthly account statements reflecting all activity during the month and the current month ending balance on the account. Student may also log in to <http://my.missouristate.edu/>. From the Profile tab, select the Access Account and Make Payments link in the Account Balance and Payments Channel. From the My Account Page, the minimum installments will be shown for the current outstanding balance.

**Minimum Payments:** The monthly minimum payment amount is calculated by dividing the total charges due at the beginning of the semester by the number of scheduled payment dates in the semester and adding the finance charge. The total amount due and the minimum monthly payment will vary depending upon the student's enrollment, the residence hall where the student lives, the amount of financial aid and the amount of other charges on the student's account. Monthly minimum payment amounts can change based on activity on the student's account.

Charges incurred between semester payment plans are due and payable when incurred. A finance charge will be assessed on the next statement date after the charge is first billed. The finance charge will be determined by applying a monthly periodic rate of 1% to the unpaid balance.

**Failure to Pay:** Since the minimum payment option is based on a semester's charges and billing dates, all accounts must be paid in full by the end of that semester's plan. Any amounts remaining unpaid at the end of a semester will be billed in full and must be paid in full immediately. A collection charge of \$5 may be assessed on any balance which is past due for a period of more than 10 days.

Past due amounts will prevent a student from registering for the next semester, continuing in the My Payment Plan for subsequent semesters or from receiving diplomas or transcripts. Students who have already registered for the subsequent semester with a past due amount on their record will have their future registration canceled. Failure to pay may result in the student being reported to a credit service.

### MAIL:

Missouri State Outreach Adult Student Services  
Missouri State University • 901 S. National • Springfield, MO 65897

### HAND DELIVERY:

Meyer Alumni Center, 300 S. Jefferson Avenue, Suite 400

SCAN: Scan then email a signed, completed form to: [outreach@missouristate.edu](mailto:outreach@missouristate.edu)

FAX: 417-836-4929

**Default:** Each student must pay the balance of the account in full upon request if the monthly payments become past due. Each student agrees to pay costs of collecting the account, including reasonable attorney's fees and court costs. Each student further agrees that the venue for any action to collect the account will be in the Circuit Court of Greene County, Missouri. If the student files for bankruptcy, the student may still be required to pay back the balance due on the account.

**Change in Terms:** Missouri State University retains the right to change, modify, suspend, interpret or cancel in whole or in part any of its published or unpublished policies or practices without advance notice. Missouri State University further retains the right to modify, amend or change this agreement in subsequent semesters.

**Length of Participation:** Once a student signs up to participate in My Payment Plan, he/she will be deemed to be a participant in My Payment Plan during his/her entire tenure at Missouri State University unless removed from the plan for non-payment of fees. I understand that acceptance of this agreement does not entitle me to full participation in My Payment Plan if Financial Services determines me to be ineligible. In any event, the finance charges will continue to accrue.

**Alternatives To My Payment Plan (Private Education Loans):** Missouri State University's Financial Aid web site provides alternatives to My Payment Plan that a student may qualify for through a program under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) [www.missouristate.edu/financialaid/loantypes.htm](http://www.missouristate.edu/financialaid/loantypes.htm).

**Other Terms: My Payment Plan** applies to all semesters - fall, spring and summer.

UNDER THE LAW YOU HAVE THE RIGHT TO PAY OFF IN ADVANCE THE FULL AMOUNT DUE. YOU ARE ENTITLED TO A COPY OF THIS AGREEMENT UPON REQUEST.

Your Billing Rights: Keep this notice for further use.

This notice contains important information about your rights and the university's responsibilities under the Fair Credit Billing Act.

Notify the university in case of errors or questions about your bill.

If you think your bill is wrong, or if you need more information about a transaction on your bill, write to the university at the address listed on your bill as soon as possible. We must hear from you no later than 60 days after the first bill was sent on which the error or problem appeared. You can telephone the university, but doing so will not preserve your rights.

In your letter, provide the following information:

- Your name and account number
- The dollar amount of the suspected error
- Describe the error and explain, if possible, why you believe there is an error. If you need more information, describe the item in question.

You do not have to pay any questioned amount during the investigation process, but you still are obligated to pay the parts of your bill that are not in question. During the investigation, the University cannot report you as delinquent or take any action to collect the amount you question.

**Additional Information:** Please contact the Financial Services office, Carrington Hall Room 113, 901 S. National, Springfield, Missouri 65897, or call 417-836-5635.

## Certification

By signing and submitting this form, I certify that the information I have provided is accurate and acknowledge that falsified information may result in suspension from Missouri State University with loss of fees. I understand and agree that by submitting this form I am agreeing to all terms of the My Payment Plan set forth herein, including, without limitation, the payment of attorney's fees and costs attributable to collection of any default in payment of sums due and owing by me pursuant to the terms of the My Payment Plan. I also agree that I am subject to the University's policies, rules and requirements applicable to students including, but not limited to, those stated in the University catalogs, class schedules and on the University website. Policies include, but are not limited to, computer use and information technology policies, Student Code of Rights and Responsibilities, and Academic Integrity Policies.

I understand and agree that by signing and submitting this Form, I am agreeing to all terms as set forth herein.

UNDER THE LAW YOU HAVE THE RIGHT TO RECALL THIS FORM AND THE AGREEMENT MADE HEREIN WITHIN THREE BUSINESS DAYS OF ACCEPTANCE, BUT YOU WILL BE REQUIRED TO PAY OFF IN ADVANCE THE FULL AMOUNT DUE.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

The university maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/ Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the Title IX Coordinator, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, titleIX@missouristate.edu, 417-836-8506, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, Office for Institutional Equity and Compliance, Park Central Office Building, Suite 111, Springfield, Missouri 65897, equity@missouristate.edu, 417-836-4252, or to the Office for Civil Rights.

**Missouri State**  
UNIVERSITY