



MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Distance and Continuing Education – First Time Registration Form

Office Use Only

Semester _____

Campus _____

Residency _____

Student Group _____

Location _____

This form is to be used only for your first semester registration. Subsequent course registrations will be processed through Joe Miner Self Service (Joe'SS). You may access Joe'SS online at <http://registrar.mst.edu>

Complete information on this form and email (global@mst.edu), fax (573-202-2396), or mail it to Global Learning (216 Centennial Hall, 300 W. 12th St., Rolla, Mo. 65409-1560).

Personal Information

Legal Name: Mr. Ms. _____
Last First Middle

Missouri S&T Student ID Number: _____ Email Address: _____

Permanent Address: _____
Street Address

_____ City State ZIP

Daytime Phone Number: (____) _____ – _____ Home Phone: (____) _____ – _____ Fax: (____) _____ – _____

By submitting this form, you are confirming your registration for the course(s) listed below.

Signature Date

Course Information

Dept./Course# _____ Course Title _____ Class Number _____ Credit Hours _____ Begin Date _____ End Date _____

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Note: Official transcripts and GRE results must be received the first semester or registration will be held for future terms. You will be notified electronically confirming your registration.

Registration Approved

By: _____
Academic Department Date

By: _____
Vice Provost, Global Learning Date

Summary of Expected Charges

Course Total \$ _____

Application Fee \$ _____

Technology Fee \$ _____

TOTAL AMOUNT DUE \$ _____

A formal invoice will be sent to you by the Missouri S&T Cashier's Office following official enrollment. Billing is electronic for all enrolled students. Monthly email notifications are sent when the electronic billing statement is available. Notifications will be sent to the student's Missouri S&T email account. To establish a Missouri S&T email account, please contact Information Technology (IT) at <http://help.mst.edu>. Paper billing statements will be sent if a Missouri S&T email account does not exist. Paper bills are sent to U.S. addresses only. Failure to receive a billing statement does not constitute a valid reason for not paying a bill in a timely manner.

Credit Card Payment: MasterCard and Discover credit cards are acceptable toward payment of fees up to the credit limit of the card holder. Credit card payments must be made through Joe'SS at <https://joess.mst.edu> or through the Missouri S&T Cashier's Office website at <http://cashier.mst.edu>. A 2.75% convenience fee will be added by the University's third party provider on all credit card transactions.

Voucher/Company Payment: Submit authorization, front and back, to the Cashier's Office electronically at cashier@mst.edu or by fax at 573-341-4095. Paper authorizations can be mailed to the Cashier's Office.

Check Payment:

Electronic check payment can be made online through Joe'SS at <https://joess.mst.edu>

Paper check, along with the billing coupon, can be mailed to the address below.

Billing and payment inquires can be directed to:

Cashier's Office
 G4 Parker Hall
 Missouri University of Science and Technology
 Rolla, Missouri 65409-1160
 Phone: 573-341-4195