How-Tos for Applicants and Newly Admitted Students

Missouri University of Science and Technology
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How-Tos for Applicants and Newly Admitted Students

Wednesday, Jan. 16, 2013 | 3:00 – 3:30 p.m. (CST)

Presented by Vicki Gibbons, Manager of Graduate Student Services
Overview

1. Steps to Completing Your Enrollment
2. Ordering Textbooks
3. Academic Dates and Deadlines
4. Navigating Joe’ SS
5. System Requirements and Technical Support
6. Live Stream/WebEx Testing
7. Blackboard Basics
1. Steps to Completing Your Enrollment

After You’ve Applied

You should have received:

- **Single Sign-On Email** *(from Jennie Bayless, Admissions)*
  - Student ID
  - User ID
  - Temporary Password with instructions to change password
  - Link to Joe’ SS (student database)

If you haven’t received the Single Sign-On:
  - Look in your junk folder
  - Contact Vicki (vgibbons@mst.edu)
1. Steps to Completing Your Enrollment

Applied, but haven’t submitted your registration

- Review Schedule of Classes online at http://dce.mst.edu
- Submit First Time Registration Form
- Sign and Submit Statement of Financial Responsibility Form

All forms can be downloaded from the DCE website at http://dce.mst.edu/admissions/index.html
1. Steps to Completing Your Enrollment

DISTANCE AND CONTINUING EDUCATION

Schedule of Classes  Rate Schedule  Admissions and Enrollment

We do not have an application deadline, but recommend you apply early.
1. Steps to Completing Your Enrollment

This form is to be used only for your first semester registration. Subsequent course registrations will be processed through Joe Miner Self Service (JSS). You may access Joe’s online at http://registar.mst.edu or mail it to Distance and Continuing Education (216 Centennial Hall, 300 W. 12th St., Rolla, MO 65409-1566).

Complete information on this form and email (dce@mst.edu), fax (973-341-4992), or mail it to Distance and Continuing Education.

Personal Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Missouri S&amp;T EID or SSN</th>
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<tr>
<th>Permanent Address</th>
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<table>
<thead>
<tr>
<th>Student Phone Number</th>
<th>Home Phone</th>
<th>Fax</th>
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Course Information

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days</th>
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<tr>
<th>Total Amount Due</th>
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Summary of Expected Charges

<table>
<thead>
<tr>
<th>Charge Type</th>
<th>Amount</th>
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By signing this document, I, the student, agree that I am fully responsible for the charges incurred as the result of this action. I further state that I fully understand and agree to the terms and conditions below.

Statement of Financial Responsibility

BY SIGNING THIS DOCUMENT, THE STUDENT AGREES TO BE FULLY RESPONSIBLE FOR ALL CHARGES INCURRED AS THE RESULT OF THIS ACTION. THE STUDENT ACKNOWLEDGES THAT THE UNIVERSITY WILL NOT ISSUE A DISBURSEMENT OF FUNDS UNTIL THE CHARGES HAVE BEEN PAID IN FULL.

**PAYMENT OF FEES**

Fees due on the date the fee bill is issued to the University and are the student's responsibility to pay as the result of registration or other activity that incurred as charges to the student. A minimum payment option is available for students unable to complete their financial arrangements at the time of registration. Students with deficient accounts will NOT be allowed to continue with the regular registration process. Full payment in full must be received prior to the start of the semester. This payment amount once the payment has been processed. Reimbursement of fees will still occur based on the established assessment schedule.

**ELECTRONIC BILLING**

E-billing is the official method for billing all enrolled students. Billings statements are updated monthly. Students are notified at their Missouri S&T email address when the statement is available for viewing. Electronic billing statements can be viewed from Joe’s.

**E-MAIL AND ONLINE STATEMENTS**

E-mail is the official University method of communication with the student. It is the student's responsibility to check their Missouri S&T e-mail account on a regular basis. It is assumed that important information can be received. An e-billing statement is available online, your failure to receive a billing statement does not constitute a valid reason for not paying a bill in a timely manner. Actions and charges that result from failure to pay charges on time or to respond to a Carrier’s Office message are the student's responsibility.

**DELINQUENT INDEBTEDNESS**

The University will pursue any and all collection efforts and procedures including referring the account to a collection agency and/or attorney and reporting to the credit bureaus. The account will be assessed all additional collection charges associated with the collection of the debt including but not limited to: collection agency fees, reasonable attorney fees, court costs, and all other charges allowed by law not to exceed 35% of the total charges.

**LATE PAYMENT FEES**

Students accounts will be subject to a late fee of $10.00 when payment is not received and processed by the scheduled due date as stated on the students Monthly Billing Statement.

**FINANCE CHARGES**

The Missouri University will assess a 1% per month finance charge on any account that remains unpaid after the payment due date. A finance charge is always assessed on the unpaid balance that has been billed after the payment due date; therefore, it is to the advantage of the student to avoid finance charges by paying the account in full.

**LATE REGISTRATION FEES**

Any student registering on or after the first day of classes will be assessed a late registration fee equal to the cost of one credit hour of Educational Fee at the undergraduate rate.

**FINANCIAL AID**

If a student is not notified by the due date communicated on your monthly billing statement a financial hold will be placed on your account. This hold will prevent you from receiving transcripts and/or diplomas.

**RIGHT TO MODIFY**

The University reserves the right to modify or increase the fees charged for attendance and other services at the University, including but not limited to educational fees, at any time when in the discretion of the governing board the same is in the best interest of the University, provided that no increases can or will be effective unless approved by the governing board not less than thirty (30) days prior to the beginning of the academic term (semester, etc.) at which the increase is to become effective as to whether fees have or have not been paid by or on behalf of a student prior to the effective date of the modification.

**WITHDRAWAL**

Financial aid recipients must formally notify the Registrar’s Office and to follow proper procedures when withdrawing from the University. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does NOT constitute an official withdrawal from Missouri University of Science & Technology.

**ER REASSIGNMENT FOR ADDING CLASSES, DROPPING CLASSES, CANCELLATION OR WITHDRAWAL FROM A COURSE**

Fees will be reassessed for students who officially cancel classes, withdraw from the University or add/drop classes.

Fees include in the reassessment are the Educational Fee, Non-Resident Fee, Student Activity Fee, Information Technology Fee, Course Fee (if applicable). Such fees are reassessed and reduced in accordance with the reassessment procedures on the Missouri University of Science & Technology web site. The official refund policy can be found at http://cancellar.mst.edu/documents/191.pdf
1. Steps to Completing Your Enrollment

By signing this document, I, the student, agree that I am fully responsible for the charges incurred as a result of this action. I further state that I fully understand and agree to the terms and conditions below.

**Payment of Fees**
All fees are due and payable to the University and are the student’s responsibility to pay as a result of registration or other activity that incurred as charges to the student. A minimum payment option is available for students unable to complete their financial arrangements at the time of registration. Students with delinquent accounts will NOT be allowed to register in subsequent semesters. All payments received are final, no changes or adjustments allowed to the payment amount once the payment has been processed. Reassessment of fees will still occur based on the established reassessment schedule.

**Electronic Billing**
Electronic billing is the official method for billing all enrolled students. Billing statements are updated monthly. Students are notified at their Missouri S&T email address when the statement is available for viewing. Electronic billing statements can be viewed from jew SSR.

**E-mail and Online Statements**
E-mail is the official University method of communication with the student. It is the student’s responsibility to check and respond to their Missouri S&T e-mail address for important messages. As billing statements are available online, your failure to receive a billing statement does not constitute a valid reason for not paying a bill in a timely manner. Actions and charges that result from failure to pay charges on time or to respond to a Cashier’s Office message are the student’s responsibility.

**Delinquent Indebtedness**
The University will pursue any and all collection efforts and practices including referring the account to a collection agency and/or attorney and reporting to the credit bureau. The account will be assessed all additional collection charges associated with the collection of the debt including but not limited to: collection agency fees, reasonable attorney’s fees, court costs and all other charges allowed by law to not exceed 50% of the total charges.

**Late Payment Fee**
Student accounts will be subject to a late fee of $10.00 when payment is not received and processed by the scheduled due date as communicated on the student’s Monthly Billing Statement.

**Financial Challenges**
The University may assess a 1% per month finance charge on any account that remains unpaid after the payment due date. A finance charge is always assessed on the unpaid balance that has been billed after the payment due date; therefore, it is to the advantage of the student to avoid finance charges by paying the account in full.

**Late Registration Fee**
Any student registering on or after the first day of classes will be assessed a late registration fee equal to the cost of one credit hour of Educational Fee at the undergraduate rate.

**Financial Aid**
If payment is not received by the due date communicated on your monthly billing statement, a financial hold will be placed on your account. This hold will prevent you from receiving transcripts and your diploma.

**Right to Modify**
The University reserves the right to modify by increase or decrease the fees charged for attendance and other services at the University, including but not limited to educational fees, at any time when in the discretion of the governing board the same is in the best interest of the University, provided that no increases can or will be effective unless approved by the governing board not less than thirty (30) days prior to the beginning of the academic term (semester, etc.) to which the fees are applicable, with all modification of fees to be effective irrespective as to whether fees have or have not been paid by or on behalf of a student prior to the effective date of the modification.

**Withdrawal**
It is the student’s responsibility to formally notify the Registrar’s Office and to follow proper procedures when withdrawing from the University. Failure to pay fees, failure to receive financial aid, failure to attend class or failing financial aid does NOT constitute an official withdrawal from Missouri University of Science & Technology.

**Fee Reassessment for Adding Classes, Dropping Classes, Cancellation or Withdrawal from School**
Fees will be reassessed for students who officially cancel classes, withdraw from the University or add/drop classes. Fees included in this reassessment are the Educational Fee, Non-Resident Fee, Student Activity Fee, Information Technology Fee, Course Fee (if applicable). Such fees are reassessed and reduced in accordance with the reassessment schedule for each term found on the Cashier’s website. The official refund policy can be found at http://studentfee.mst.edu/documents.html.

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**Statement of Financial Responsibility Form**

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**Letter of Recommendation Form**
1. Steps to Completing Your Enrollment

After You’ve Registered

You should have received:

- Welcoming Email from DCE on behalf of Vicki Gibbons
  - Confirms Registration
  - Provides Useful Links (Email account, course information, books, Blackboard, VCC, Live Stream Testing, Helpdesk, Joe’ SS)
2. Ordering Textbooks

**Distance and Continuing Education**

We do not have an application deadline, but recommend you apply early.
2. Ordering Textbooks

Books and Supplies

**Missouri S&T Bookstore**
Dale Sanders, Manager
Havener Center
Rolla MO 65409
Phone: 573-341-4705
Toll Free: 1-866-535-3770
Fax: 573-341-7521
Email: sandersdb@mst.edu

**University Book & Supply**
1735 Bishop Avenue
Rolla MO 65401
Phone: 573-368-5558
Toll Free: 1-800-617-6750
Fax: 573-368-5544
Email: ubssales@fidmail.com

You can view required books on the course description pages under Schedule of Classes link.
3. Academic Dates and Deadlines

Cancellation Dates

100 percent refund provided if class is dropped in accordance with the following policy.

• 16-week course: Class is dropped by the end of the 3rd week of classes.

• 8-week course: Class is dropped by the end of the 2nd week of classes.

After these dates, no refund will be given.

URL Academic Dates and Deadlines SP 2013:
http://dce.mst.edu/media/extendedlearning/dce/documents/academicdatesdeadlines/SPRING%202013%20ACADEMIC%20DATES%20AND%20DEADLINES.pdf
3. Academic Dates and Deadlines

**Distance and Continuing Education**

**Distance Class Schedules**

- **Summer Semester 2012 (June 4 - July 27)**
  - Distance Education
  - Engineering Education Center in St. Louis (EEC)

- **Fall Semester 2012 (Aug. 20 - Dec. 14)**
  - Distance Education
  - Engineering Education Center in St. Louis (EEC)

- **Spring Semester 2013 (Jan. 22 - May 17)**
  - Distance Education
  - Engineering Education Center in St. Louis (EEC)

For more information on class offerings and course descriptions, please visit the Registrar's website.

Please Note: Class times listed are for CDT Central Daylight Time USA observed from March 11, 2012, through Nov. 3, 2012. CST Central Standard Time USA is observed from Nov. 4, 2012, through March 9, 2013.

**Cancellation Policy**

100 percent refund provided if class is dropped in accordance with the following policy.

- **8-week course**: Class is dropped by the end of the 2nd week of classes.
- **16-week course**: Class is dropped by the end of the 3rd week of classes.
# 3. Academic Dates and Deadlines

**SPRING 2013 ACADEMIC DATES AND DEADLINES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration via Joe'SS ends</td>
<td>Sunday, January 20</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day (University Holiday)</td>
<td>Monday, January 21</td>
</tr>
<tr>
<td>Add/Drop Slips with Signatures Required</td>
<td>Tuesday, January 22</td>
</tr>
<tr>
<td>Classwork begins 8:00 A.M.</td>
<td>Tuesday, January 22</td>
</tr>
<tr>
<td>Last day to change pass/fail grading option</td>
<td>Monday, February 4</td>
</tr>
<tr>
<td>Last day to register</td>
<td>Monday, February 4</td>
</tr>
<tr>
<td>Last day for 100% refund of fees</td>
<td>Monday, February 11</td>
</tr>
<tr>
<td>Last day to notify Registrar of intent to graduate in May</td>
<td>Monday, February 18</td>
</tr>
<tr>
<td>Last day to drop without a 'WD' showing on transcript</td>
<td>Monday, March 4</td>
</tr>
<tr>
<td>Last day to change to HEARER status</td>
<td>Monday, March 4</td>
</tr>
<tr>
<td>Last day to add courses</td>
<td>Monday, March 4</td>
</tr>
<tr>
<td>Spring recess begins 8:00 A.M.</td>
<td>Thursday, March 14</td>
</tr>
<tr>
<td>Mid-semester</td>
<td>Saturday, March 16</td>
</tr>
<tr>
<td>Spring recess ends 8:00 A.M.</td>
<td>Monday, March 18</td>
</tr>
<tr>
<td>Advising Week for Summer and Fall 2013</td>
<td>Mon.-Fri., March 18-22</td>
</tr>
<tr>
<td>Spring break begins 8:00 A.M.</td>
<td>Sunday, March 24</td>
</tr>
<tr>
<td>Mid-Semester grades available to students via Joe'SS</td>
<td>Monday, March 25</td>
</tr>
<tr>
<td>Spring break ends 8:00 A.M.</td>
<td>Monday, April 1</td>
</tr>
<tr>
<td>Joe’Ss appointments for Summer and Fall registration begin 8:00 A.M.</td>
<td>Monday, April 1</td>
</tr>
<tr>
<td>Last day for dropping a course</td>
<td>Friday, April 19</td>
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<tr>
<td>Last day for withdrawing from school</td>
<td>Friday, April 19</td>
</tr>
<tr>
<td>Last Class Day</td>
<td>Friday, May 10</td>
</tr>
<tr>
<td>Final examinations begin 8:00 A.M.</td>
<td>Monday, May 13</td>
</tr>
<tr>
<td>Final examinations end 6:00 P.M.</td>
<td>Friday, May 17</td>
</tr>
<tr>
<td>Spring semester closes 6:00 P.M.</td>
<td>Friday, May 17</td>
</tr>
<tr>
<td>Commencement for Graduates 6:00 P.M.</td>
<td>Friday, May 17</td>
</tr>
<tr>
<td>Commencement for Undergraduates 11:00 A.M.</td>
<td>Saturday, May 18</td>
</tr>
<tr>
<td>Final grades available to students via Joe'SS</td>
<td>Tuesday, May 28</td>
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</table>

The attention of the faculty is called to the respective religious and other holidays that a number of students may wish to observe. The faculty is encouraged to avoid scheduling examinations on these days.
4. Navigating Joe’s SS
5. System Requirements and Technical Support

**Video Communications Center**
## 5. System Requirements and Technical Support

![Video Communications Center](image)

### Students

**Welcome to Missouri S&T Global Learning.**

The Video Communications Center’s staff is here to help make your educational experience a positive and rewarding one. Below are highlights of what this website has to offer you. Please review it carefully, it contains vital information.

<table>
<thead>
<tr>
<th>New to Missouri S&amp;T Distance Learning</th>
<th>Participate</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activate your Missouri S&amp;T account</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Live Stream and Collaborative Software Testing</strong></td>
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</tbody>
</table>
| Testing with us ensures you will be ready to connect on the first day of class. | IMPORTANT: Please mute your microphone or phone when you join the WebEx meeting. | Contact VCC
|                                       | Watch Class Live | We are here to help. email: vchelp@mst.edu or call: 573-341-4526 |
|                                       | Participate Live During Class | IT Help Desk
|                                       | Listen and ask questions live during class time | Missouri S&T's help desk can help you with all your computer questions:
|                                       | Current Semester Archived Lectures | boil here |
|                                       | Downloading Lectures (Instructor permission required) WMV files can be converted to MP3 for use on iPad/iPod. | Remote Access to Software
|                                       | WebEx/Telecon Request Form (Student Led Meetings) | Instructions for connecting through Missouri S&T's virtual Private Network (VPN) |
|                                       | Distance Student Online Class Evaluation Link | System Requirements
|                                       | Fill out distance class evaluations online at the end of fall and spring semesters. | Information about Windows Media Player, WebEx recordings, Phone conferencing, VoIP, and FAQs |
|                                       | Video Tutorials | Video Tutorials |

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**Library Information**

Information about Library services for distance students.
6. Live Stream/WebEx Testing

VideO COmmunications Center

Live Stream/WebEx Testing

Test Week for Spring Semester 2013 is January 14-18

The hours for testing are Monday through Thursday 8am to 8pm and Friday 8 am to 4:30pm Central Time. If these times next week do not work for you, please contact us at vcchelp@mst.edu or 573-341-4526 to set up a time to test.
7. Blackboard Basics

Student Orientation to Blackboard 9_1.0

Finished product

Welcome to Blackboard 9

Missouri University of Science and Technology

Educational Technology

Craig Richardson
27 December 2010
Questions?

Contact Information

**Vicki Gibbons**
Manager of Graduate Student Services
Phone: 573-341-4892
Toll Free: 1-877-678-1870
Email: vgibbons@mst.edu

**Ardith McComb**
Senior Video Production Specialist – Instructor Services
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