

BASIC INSTRUCTIONS

For additional information, the UMKC Registration Quick Guide may be found online at <http://www.umkc.edu/quickguide/>.

1. APPLY TO BE A UMKC STUDENT:

- a. Complete the **online [UMKC APPLICATION FORM](#)** and pay \$35 application fee (this is a one-time fee if you apply and attend classes).
- b. There is a **[printable paper version of the application form](#)**, but note that there is **an additional \$10 charge** to submit a **paper** application (total \$45). If you use the printable version of the application form, you will need to indicate the **name of your intended major** and the **six-digit code** for the program for which you are applying:

Counseling and Guidance <i>(Application deadline is March 1 for Fall admission and Sept. 1 for Spring.) (see UMKC application form for additional program codes)</i>	M.A.	149000
Curriculum and Instruction General	M.A.	153024
Educational Administration General	M.A., Ed. Sp.	192000
Elementary School Admin.	M.A., Ed. Sp.	192030
Secondary School Admin.	M.A., Ed. Sp.	192075
<i>(Fall semester priority deadline is July 1. Spring semester deadline is Nov. 1. Summer session deadline is April 1.)</i>		
Doctorate in Education Administration Pre K-12 <i>(Application deadline is Aug. 1, 2011, for Spring 2012.)</i>	EdD.	189001

- c. Order OFFICIAL TRANSCRIPTS
 - i. Order any and all transcripts for all college-level courses since high school.
 - ii. Transcript information must show the course **name**, the **dates** the course was taken, and the **grade** you received.
- d. If you are applying to Educational Administration programs (i.e., Masters in Ed Admin, Educational Specialist in Ed Admin, or Ed.D. program), you will need to supply additional requirements. Visit the Urban Leadership and Policy Studies in Education (ULAPSIE) website at <http://education.umkc.edu/ulapsie/Home.html> for program requirements.
- e. Apply for financial aid through **Financial Aid and Scholarships Office** at (816) 235-1154, online at <http://www.umkc.edu/finaid>. Please contact Financial Aid with any financial aid or scholarship questions.
- f. Develop your Program of Study (POS)
 - i. The Program Director at UMKC Northland advises students and develops a POS for the Curriculum and Instruction program and the Educational Administration programs at UMKC Northland.
 - ii. **If you plan to take classes for these programs at UMKC Northland, please schedule a meeting with the advisor to develop a POS** through Debi Pfauth at (816) 235-6630 or pfauthd@umkc.edu or Joyce Felts at (816) 235-6631 or feltsj@umkc.edu.

- iii. **Counseling and Guidance program** students are advised through the Counseling, Educational Psychology Division at the main Volker campus. Students can make an appointment for advising by calling 235-2722.

2. **ACCEPTANCE AS A UMKC STUDENT BY THE ADMISSIONS OFFICE**

The Admissions Office will contact you with an official letter of acceptance. Be aware that once all your paperwork has been received, it will take a minimum of two weeks for the Admissions Office to process your application. If you have not received a response from the Admissions Office by the third week, contact them at (816) 235-1111 or at <http://www.umkc.edu/admissions/>.

3. **ENROLLMENT IN COURSES -- Once you are accepted:**

- a. Enroll **online** using the **Pathway** system by clicking on the **BLUE PATHWAY ARROW** in the bottom right corner on the main [UMKC website](http://www.umkc.edu) or by going to <https://umkc.umsystem.edu/psp/prd/?cmd=login>. Pathway instructions are located at <http://www.umkc.edu/registrar/pathway.asp>.
- b. Enter your **username** -- this will be your "single sign on" (SSO) or the first part of your UMKC email address before the "@" sign -- and your **password**. You can set up your SSO at <http://www.umkc.edu/launch/>. If you have not received your UMKC username or do not know your password, please contact the Help Desk at (816) 235-2000 for assistance.
- c. To add courses to your schedule, you will enter the **five-digit class number** for the course. (Class numbers for UMKC Northland courses are available on the [UMKC Northland semester schedule](#).)

4. **PAYMENT OF TUITION -- You may pay tuition using a number of options:**

- a. **Credit card** (MasterCard, American Express, or Discover) online through the Pathway system or at the Self-Service Center (computer kiosk) at the Registrar's Office, Room 115, in the Administrative Center (5115 Oak Street, Kansas City, Missouri, 64110) at the main Volker campus. (There will be an additional 2.75% service charge if using a credit card.)
- b. **Check** by:
 - i. Mail
 - ii. Drop boxes (at the Admin Center or at the University Center at the Volker campus)
 - iii. Cashier's window at the Admin Center
 - iv. Pathway system (using **echeck**)
- c. **Cash:** Cash will only be accepted at the Cashier's window in the Admin Center.
- d. **NOTE:** You must pay a percentage (25% - 33%) of your tuition **before the beginning of classes** or you run the risk of being **dropped** from class, whether or not you receive a bill.
- e. **DO NOT WAIT FOR A BILL** to pay tuition. Billing statements are no longer mailed.
- f. A late fee will be added for late enrollments or delayed payments.

- g. The Cashiers Office may be reached at (816) 235-1365, in person at the Admin Center, or online at <http://www.umkc.edu/adminfinance/finance/cashiers/>.
5. TEXTBOOKS - Textbooks for UMKC classes may be ordered online at <http://www.umkcbookstore.com/showcategorby.aspx>.
6. Toward the end of your program:
- In the next to the last semester of your program, please check with your advisor regarding your remaining program courses.
 - In the last semester of your program, **YOU need to apply for graduation** (whether or not you attend the graduation ceremony). **You will not receive your degree unless you apply for graduation.** The application will prompt a check of the courses you have completed on your official POS to ensure that you are ready for graduation. The graduation application form is located at: <http://www.umkc.edu/registrar/forms/applicationforgraduation.pdf>. You may **fax** the graduation application to [Gail Schartel](#), Certification Manager at the UMKC School of Education, at (816) 235-6544 or **mail** it to Gail at : Gail Schartel, UMKC School of Education, Student Services Office, ED 128C, 5100 Rockhill Road, Kansas City, MO 64110-2499. [Graduation application deadlines](#).
 - Gail Schartel (816-235-2887) will send graduation ceremony information (caps, gown, day, time, etc.) to you.
7. If you have a **break in enrollment** at UMKC of two semesters (not counting a summer semester), you will need to **reapply** by completing and submitting the [online UMKC application form](#).

IMPORTANT UMKC PHONE NUMBERS YOU MAY NEED:

UMKC Northland:

Debi Pfauth (main UMKC Northland phone)	(816) 235-6630
Joyce Felts	(816) 235-6631
Dr. Rob Leachman	(816) 235-6633

Volker Campus:

Admissions	(816) 235-1111
Cashiers	(816) 235-1365
Financial Aid/Scholarships	(816) 235-1154
Registration & Records Office	(816) 235-1125
Transcript orders	(816) 235-1125

School of Education:

Certification Issues, SOE	(816) 235-2887
Counseling & Guidance division, SOE	(816) 235-2722
Curriculum & Instruction division, SOE	(816) 235-2245
Student Services, SOE	(816) 235-2234
Urban Leadership division, SOE	(816) 235-2716