



Registration Quick Guide

Steps to registration

New students start here.

- | | |
|-------------------------------|---|
| 1. Apply for admission | 4 |
| 2. Apply for financial aid | 4 |
| 3. Set up your single sign-on | 5 |
| 4. Take math entrance test | 6 |

Continue to step 5 at right.

Returning students start here.

- | | |
|--|-------|
| 5. Meet with your academic adviser | 6-7 |
| 6. Pick your class schedule and register | 8-11 |
| 7. Pay your fees | 12-14 |
| 8. Get your student ID | 15 |
| 9. Purchase your textbooks | 10 |
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your problem-solving resource

816-235-2222

More Help.
More Answers.
Less Red Tape.

helpline@umkc.edu

University of Missouri-Kansas City



UMKC Alert!

UMKC's Emergency Mass Notification System

Be prepared. Activate emergency messaging to your cell phone and learn more about UMKC Alert!

umkc.edu/umkcalert

Includes
text
messaging



Academic Calendar

For up-to-date information, visit www.umkc.edu/registrar/acal.asp.

Fall 2009

November

- 2 First day of priority registration for continuing students for Spring 2010. Each student is assigned a specific date and time from Nov. 2-20. Check Pathway for your specific date and time.
Last day to turn in theses/dissertations to the School of Graduate Studies for format review for fall graduation.
- 4 Written English Proficiency Test (WEPT): Royall Hall, room 111
- 13 Last day for undergraduates to withdraw from Fall 2009 with assessment. Students will earn a W or WF on their transcript. WF grades calculate in the GPA like an F.
- 23-25 Thanksgiving holiday (no classes)
- 26-27 Thanksgiving holiday (university closed)
- 30 Fall 2009 coursework resumes
Open registration for continuing and new students for Spring 2010

December

- 3 Last day of Law classes
- 7 Law exams begin
- 10-11 College of Arts and Sciences Reading Days
- 11 Last day of Fall 2009 classes
Last day for graduate students to withdraw with assessment
Last day for graduate students to change audit to credit
- 14-18 Final exams for Fall 2009
- 18 Fall Commencement (dates and times may vary, see www.umkc.edu/commencement)
- 22 Fall 2009 grades due to the Registration and Records Office by 5 p.m.

Spring 2010

January

- 4-8 Walk-in Review Days
- 4 Dental clinic course work begins
- 7 Law coursework begins
- 11 Coursework begins
- 15 Registration ends
Last day to change audit to credit
Last day for 100-percent educational fees adjustment
- 18 Martin Luther King Jr. Birthday Observance (no classes)
Fall 2009 degrees guaranteed to be posted on transcripts
Fall 2009 diplomas available for pick up
- 25 Last day for 60-percent educational fees adjustment

February

- 1 Last day for 40-percent educational fees adjustment
- 5 Last day for undergraduates to change credit to audit
- 8 University Census Date
Last day to apply for Spring 2010 graduation
Last day for 20-percent educational fees adjustment
Last day to drop a class and have it not appear on your transcript
Last day to swap classes
Fall 2009 diplomas mailed to students
- 24 Written English Proficiency Test (WEPT)

March

- 5 Last day to withdraw without assessment. Students withdrawing after this date may receive a "WF" for "Withdraw Failing" if they are failing the class at the time they withdraw.
- 29-
April 2 Spring break (no classes)
- 26 Last day to turn in theses/dissertations to the School of Graduate Studies for format review for spring graduation

April

- 5 First day of priority registration for continuing students for Summer and Fall 2010. Each student is assigned a specific date and time from April 5-23. Check Pathway for your specific date and time.
- 9 Last day for undergraduates to withdraw with assessment
- 14 Written English Proficiency Test (WEPT)
- 22 Last day of Law classes
- 26 Open registration for continuing and new students for Summer and Fall 2010
Law exams begin.
- 29-30 College of Arts and Sciences Reading Day
Last day of classes
Last day for graduate students to withdraw with assessment
Last day for graduate students to change audit to credit

May

- 3-7 Final exams
- 7-8 Spring Commencement (dates and times may vary)
- 11 Spring 2010 grades due to Registration and Records Office by 5 p.m.
- 17 Spring 2010 grades available on transcripts

Holidays/Scheduling

In recognition of the diversity of the UMKC campus community, faculty are encouraged to avoid scheduling examinations on religious holidays. Students are encouraged to discuss this issue with faculty in a timely manner.

Diplomas

Diplomas may be picked up in the Records Office 40 days after the end of the semester. Students must present a photo ID. The remaining diplomas will be mailed beginning 55 days after the semester ends using the address supplied on the application for graduation form.

Registration Dates

Because students have access to drop classes on Pathway 24 hours a day, seven days a week, some of these dates may fall on the weekend.

Spring 2010

	16-week	1st 8-week	2nd 8-week
Priority registration begins	Nov. 2	Nov. 2	Nov. 2
Open registration begins	Nov. 30	Nov. 30	Nov. 30
Classes begin	Jan. 11	Jan. 11	March 8
Last day to add without instructor signature Last day to change audit to credit (undergraduate) Last day for a 100 percent refund	Jan. 15	Jan. 13	March 10
Last day for a 60 percent refund	Jan. 25	Jan. 15	March 12
Last day for a 40 percent refund	Feb. 1	Jan. 21	March 17
Last day to change credit to audit (undergraduate)	Feb. 5	Jan. 25	March 19
Last day to drop with no record Last day to swap classes Last day for 20 percent refund	Feb. 8	Jan. 25	March 19
Last day to withdraw with "W"	March 5	Feb. 8	April 9
Last day to withdraw with "W" or "WF" (undergraduate)	April 9	Feb. 22	April 23
Last day to withdraw with "W" or "WF" (graduate) Last day to change credit to audit (graduate) Last day of class	April 30	March 5	May 7
Final exams	May 3-7	Last class	Last class

UMKC Bookstores

Volker Campus

University Center
www.umkcbookstore.com
816-235-2191

Hospital Hill Campus

Health Sciences Building
www.umkcbookstore.com/healthscience
816-235-2665

Important dates

Dec. 7-12, 14-18 Fall term textbook buyback
Jan. 29 Last day to receive a full refund on spring textbooks
Feb. 1 Last day to receive a 40 percent refund on spring textbooks
Feb. 8 Last day to receive a 20 percent refund on spring textbooks

Final Exam Calendar

Spring 2010

- Common final exams of multi-sectional Math 110 and Math 210 courses are scheduled for 8 a.m.-1 p.m. Saturday, May 1.
- Final exams of first-year foreign language courses are scheduled for 1-7 p.m. Saturday, May 1.
- Final exams for courses regularly meeting on Saturdays will be Saturday, May 1.
- W or R exams conflicting with MW or TR exams will be Saturday, May 1.
- Reserved for exams lasting three hours: 8:30-11:30 a.m. and 1-4 p.m. Saturday, May 1.

Spring 2010 day classes

Class time	Regular meeting days	Final time
8/8:30 a.m.	MW MWF MTWF MWRF	8-10 a.m. Monday, May 3
8/8:30 a.m.	TR TRS TWRF	10:30 a.m.-12:30 p.m. Monday, May 3
9/9:30 a.m.	MW MWF MTWF MWRF	1-3 p.m. Monday, May 3
9/9:30 a.m.	TR TRS TWRF	3:30-5:30 p.m. Monday, May 3
10/10:30 a.m.	MW MWF MTWF MWRF	8-10 a.m. Tuesday, May 4
10/10:30 a.m.	TR TRS TWRF	10:30 a.m.-12:30 p.m. Tuesday, May 4
11/11:30 a.m.	MW MWF MTWF MWRF	1-3 p.m. Tuesday, May 4
11/11:30 a.m.	TR TWRF	3:30-5:30 p.m. Tuesday, May 4
Noon/12:30 p.m.	MW MWF MWRF	8-10 a.m. Wednesday, May 5
Noon/12:30 p.m.	TR TWRF	10:30 a.m.-12:30 p.m. Wednesday, May 5
1/1:30 p.m.	MW MWF MWRF	1-3 p.m. Wednesday, May 5
1/1:30 p.m.	TR TWRF	3:30-5:30 p.m. Wednesday, May 5
2/2:30 p.m.	MW MWF MWRF	8-10 a.m. Thursday, May 6
2/2:30 p.m.	TR TWRF	10:30 a.m.-12:30 p.m. Thursday, May 6
3/3:30 p.m.	MW MWF MWRF	1-3 p.m. Thursday, May 6
3/3:30 p.m.	TR TWRF	3:30-5:30 p.m. Thursday, May 6
4 p.m.	MW MWF MWRF	8-10 a.m. Friday, May 7
4 p.m.	TR TWRF	10:30 a.m.-12:30 p.m. Friday, May 7
4:30 p.m.	MW MWF MWRF	1-3 p.m. Friday, May 7
4:30 p.m.	TR TWRF	3:30-5:30 p.m. Friday, May 7

Spring 2010 evening classes

Class time	Regular meeting days	Final time
4:30-7 p.m.	M	5:45-7:45 p.m. Monday, May 3
4:30-7 p.m.	T	5:45-7:45 p.m. Tuesday, May 4
4:30-7 p.m.	W	5:45-7:45 p.m. Wednesday, May 5
4:30-7 p.m.	R	5:45-7:45 p.m. Thursday, May 6
5:30/6 p.m.	MW	5:45-7:45 p.m. Monday, May 3
5:30/6 p.m.	TR	5:45-7:45 p.m. Tuesday, May 4
7-9:45 p.m.	M	8-10 p.m. Monday, May 3
7-9:45 p.m.	T	8-10 p.m. Tuesday, May 4
7-9:45 p.m.	W	8-10 p.m. Wednesday, May 5
7-9:45 p.m.	R	8-10 p.m. Thursday, May 6
7 p.m.	MW	8-10 p.m. Wednesday, May 5
7 p.m.	TR	8-10 p.m. Thursday, May 6
8:30 p.m.	MW	8-10 p.m. Monday, May 3
8:30 p.m.	TR	8-10 p.m. Tuesday, May 4

Admissions

www.umkc.edu/admissions

120 Administrative Center
5115 Oak St.
Kansas City, MO 64110-2499
816-235-1111
admit@umkc.edu
www.umkc.edu/admissions

Priority Deadlines for Undergraduate Programs:

Fall Semester: April 1
Spring Semester: Nov. 1
Summer Semester: May 1

- Note that some graduate and undergraduate programs have selective criteria and special deadlines

Applications:

Freshman Undergraduate, Transfer Undergraduate and Graduate Applications

- Online application fee is \$35
- Hard copy application fee is \$45
- Submit credentials, which may include high school transcripts, test results and college transcripts.

Visiting Student Application

- Apply to be a part-time, non-degree seeking student
- No application fee needed
- No credentials needed
- Students do not qualify for financial aid

Request to Re-enroll Application

- UMKC was the last institution the student attended
- Student attended UMKC no more than three semesters ago for undergraduate, two semesters for graduate students, not including Summer
- Student must re-enter the same degree program
- No application fee is needed

Walk-in Review Days:

Spring: Jan. 4-8

Hours of operation for Admissions, Cashiers, Financial Aid and Registration
8 a.m.–6 p.m. Monday–Thursday,
Jan. 4-7 and 8 a.m.–5 p.m. Friday,
Jan. 8

- The week before classes start, visiting, new freshman, transfer students and graduate students may apply at UMKC or come in to ask about the status of a previously submitted application.
- Students that provide all required credentials will be processed on a first come, first served basis.
- Some academic units may not admit during this time due to application deadlines.

Welcome Center

welcome@umkc.edu
816-235-UMKC

The Welcome Center serves as central location to greet campus visitors and provides tours to prospective students and their families.

International Student Affairs Office (ISAO)

www.umkc.edu/isao
5235 Rockhill Road
816-235-1113

Information regarding international admissions is located on ISAO Web site. The application fee is \$50.

Students with Disabilities

www.umkc.edu/disability
131 University Center
816-235-5696

Students who need accommodations under the Americans with Disabilities Act must be registered with the Office of Services for Students with Disabilities.

Financial Aid and Scholarships

www.sfa.umkc.edu

The Financial Aid and Scholarships Office works with students who need help financing educational costs. They administer federal, state, institutional and private financial resources.

The Free Application for Federal Student Aid (FAFSA) is the basis for awarding many sources of aid and is available after Jan. 1 each year. Grants, loans and work study awards usually require financial need, as determined from the FAFSA. They also offer loans that are not based on financial need for students and their parents.

UMKC offers a wide-range of scholarships for students. Some scholarships are automatically awarded to qualifying students upon admission. Students can also compete for UMKC scholarships by completing our separate application, available each fall for the upcoming academic year. Most of these scholarships are based on academic merit but a few also require financial need. There are many scholarships awarded by academic units. Information regarding those scholarships can be obtained from the specific unit's office. They also administer scholarships awarded to our students through sources outside the University.

The staff of the Financial Aid and Scholarships Office is ready to assist you. Stop by our office at 101 Administrative Center, 5115 Oak St., call 816-235-1154 or e-mail finaid@umkc.edu. Information is also available at www.sfa.umkc.edu.

Free Application for Federal Student Aid: Complete your FAFSA at: www.fafsa.ed.gov.
UMKC School Code: 002518
Priority deadline: March 1

Set up your Single Sign-On (SSO)

www.umkc.edu/launch

As a UMKC student, you have a host of online services accessible with your Single Sign-On (SSO)/username and password.

Pathway

pathway.umkc.edu

Pathway allows access to information about your admission status; the ability to register, add and drop classes; current account balance and direct link to online bills and QuikPay online payment site; the ability to accept or decline financial aid; and the ability to add, remove or change your address and phone number. More information about accessing Pathway can be found on page 10.

Blackboard

blackboard.umkc.edu

The Blackboard Course Management System provides tools used for presenting course content and other materials online. If you take an online course at UMKC, the course content will be delivered through Blackboard.

OneStop

onestop.umkc.edu

OneStop is UMKC's central point of online information for students, faculty and staff.

Computer Labs

www.umkc.edu/is/labs

Information Services (IS) provides computer resources to all currently enrolled students. These resources include but are not limited to:

- six computer labs, computers running Windows XP,
- file storage space,
- adaptive equipment (for persons with visual disabilities or wheelchair access needs),
- digital scanner (for document, image, slide and negative scanning) and
- 150 pages of printing per week.

How do I find out my SSO?

New students are automatically assigned a Single Sign-On (SSO) which is also known as a User ID. Your SSO was e-mailed or mailed to you when you applied for admission. If you do not know your SSO, you can get it by entering your last name

in the "Student Lookup" search box on the UMKC Web site (www.umkc.edu) and finding your name in the list displayed. If you can't find your name or have any problems, contact the IS Call Center at 816-235-2000 or e-mail callcenter@umkc.edu to recover your username.

*International students will be sent their SSO and a temporary password called a Bootstrap password. See www.umkc.edu/registrar/pathway.asp for instructions on how to use the Bootstrap password.

How do I set up the password for my SSO?

If you know your SSO and need to set or reset your UMKC password, go to www.umkc.edu/is/userpassword.asp and click "Student Password Recovery Web Page." Then click "Current Users." You will need the following information to reset your password:

- Date of birth
- UMKC student ID number
- The last four digits of your Social Security number
- UMKC SSO (Username)

The first time you set your password, do not be concerned about the security question, go ahead and enter the last four digits of your Social Security number and click enter. The system will recognize you, and you will be able to set up a security question on the next screen. If you previously set your password, you will need to know the security question in order to reset it. Answers to the security question are case sensitive, so remember exactly how you entered it. For detailed instructions on how to set up your initial password, visit www.umkc.edu/registrar/passwordsetup.pdf.

Or if you have been given a Bootstrap password:

1. Go to <http://pathway.umkc.edu>.
2. Log-in with your User ID (SSO) and one time password.
 - Click on UM Processes and Reports.
 - Click on Welcome BootStrap Password.
 - Choose a security question.
 - Type in an answer to the question and press "Enter."
 - Click the Continue button.

3. Set up your new, permanent password.

Passwords have lots of rules:

- Cannot contain spaces
- Cannot be based on a word in the dictionary, or any UM/campus related terms (like UMKC or Roo)
- Cannot be based on account owner's name or User ID
- Must be 8-26 characters
- Must contain 3 of the 4 character sets:
 - a. Lower case letter(s): a, b, c
 - b. Upper case letter(s): A, B, C
 - c. Numbers: 1, 2, 3
 - d. Symbols: ? , . , _ - ~ + = \$!
- A message pops up that your password has been successfully updated.
- Click on the UMKC or Pathway picture at the bottom of the page to go to the logon page for Pathway.

How do I change my password?

If you already know your password and would like to change it to something else, visit the Account Password Change Web site at <https://auth1.umkc.edu/secure/APC.asp>.

Questions

If you have any questions about, or problems with, the password reset/recover/create process, contact the IS Call Center at 816-235-2000 or e-mail callcenter@umkc.edu.

Mathematics Entrance Tests

<http://cas.umkc.edu/math/MathEntrance.asp>

To register for Math 110 (College Algebra), Math 120 (Pre-calculus), Math 206 (Brief Calculus and Matrix Algebra) or Math 210 (Calculus I), you must pass the associated online Mathematics Entrance Test.

The purpose of these tests is to assess your present mathematical skills to ensure you do not waste time and money. You should take these online tests honestly and without help. The online tests are randomly generated each time you attempt them, so you can repeat them as many times as necessary until you pass. There is no advantage to cheating, because you will suffer if you enroll in a course for which you are not ready.

How to take an entrance test

Log in to Blackboard with your SSO:
<http://blackboard.umkc.edu>

If you do not see the Mathematics Entrance Tests on your “My UMKC,” you must self-enroll for the tests in Blackboard by following these steps:

1. Click the “Browse Course Catalog” tab.
2. In the “Search Catalog” box, type “mathematics.”
3. Click the “GO!” button.
4. The four course sites titled “Mathematics Entrance Test – College Algebra,” “Mathematics Entrance Test – Pre-calculus,” “Mathematics Entrance

Test – Brief Calculus and Matrix Algebra” and “Mathematics Entrance Test – Calculus I” will appear. Click the “Enroll” button next to the test you want.

5. When the “Self-Enrollment” screen appears, click the “Submit” button.
6. On the next screen, click “OK.”
7. Once your submission is accepted, click the “My UMKC” tab.

If you do see your desired Mathematics Entrance Test on “My UMKC,” then:

1. Click on the Mathematics Entrance Test name and continue.
2. On your choice of Mathematics Entrance Test page, read the instructions for the test, then click on it and proceed.
3. You have 35 minutes.

Basic facts about the online Mathematics Entrance Tests

- Have scratch paper and a pencil.
- Pick a time when you won’t be interrupted or distracted.
- Each entrance test has a 35-minute time limit. Blackboard provides a timing bar at the lower left of your screen to show the time elapsed since you began the test. If you exceed the time limit, no score is recorded.

- You may take any entrance test as many times as you like, but a new, equivalent test is randomly generated each time you start a new test.
- Each test consists of mostly multiple choice questions. Occasionally there may be a fill in the blank, matching or multiple answer question.
- Each question is worth one point. Your entrance test score is the number of questions you answer correctly out of the total number of questions on the test. Wrong answers are not penalized.

After you pass a Mathematics Entrance Test:

Within a few days after you pass an entrance test, Pathway will allow you to enroll yourself in the associated course. If you don’t want to wait that long, contact your academic adviser to complete an add/drop form, with both your signature and your adviser’s signature, to get permission to register in the course associated with the entrance test you passed.

Your entrance test scores are immediately available online to both you and any UMKC academic adviser. Passing an entrance test does not guarantee you will pass the course. Passing an entrance test does not earn you credit for any prerequisite courses.

Advising

All students new to UMKC are required to meet with an adviser prior to registering for classes. Depending on your major you may be required to meet with your academic adviser prior to registering every semester. New freshmen are required to go to orientation.

Administrative Holds

UMKC will apply administrative holds on students’ accounts when students owe UMKC past-due balances or any form of debt (such as library books, traffic and parking fines, etc.). These holds may prevent students from registering for classes until debts are settled. Administrative holds also are applied for some non-financial reasons (such as academic ineligibility, disciplinary actions, missing admissions documents, etc.). You can view which office has applied an administrative hold in the Pathway Student Self-Service Center.

Adviser Release for Registration

If advising is required for you, your adviser must release your name in the computer before you can register.

Consent Course Approvals

Many courses require special consent for enrollment. See the department so your student ID can be input in Pathway to allow you to register for the course.

Academic Probation

Students are expected to maintain a grade point average that meets or exceeds the minimum as established for their degree program. If a student’s GPA falls below the minimum, the student will be placed on some form of probation or will become ineligible for further study at UMKC. If a student becomes ineligible, they may petition to their academic unit for continued enrollment or to another academic unit for

acceptance. Each academic unit establishes the minimum GPA necessary to be in good academic standing and determines what form of probation is appropriate for students who are not in good standing. Students are responsible for knowing the GPA requirements of their academic unit. For more information about academic probation, contact an academic adviser in the appropriate academic unit. Students on probation must get advising before registering for classes.

Overloads

For undergraduates, a program of 18 or more semester hours constitutes an overload and requires an adviser’s approval. For graduate students, a program of 12 or more hours constitutes an overload and requires approval by the dean of the School of Graduate Studies.

Advising Office Contact Information

College of Arts and Sciences (A&S)
<http://cas.umkc.edu/advising>
816-235-1148
Scofield Hall, room 9
711 E. 51st St.

A&S Advisers by department
<http://cas.umkc.edu/advising/Staff.htm>

A&S Pre-Health
<http://cas.umkc.edu/premed>
816-235-5874
Scofield Hall, room 9

A&S Pre-Law
<http://cas.umkc.edu/prelaw>
816-235-6094
Scofield Hall, room 9

Conservatory of Music and Dance
<http://conservatory.umkc.edu>
816-235-2900
Grant Hall, room 142
5227 Holmes

School of Biological Sciences
<http://sbs.umkc.edu>
Undergraduate advising: 816-235-2580
Biological Science Building, Room B013
Graduate advising: 816-235-2352
Biological Science Building, room 114
5007 Rockhill Road

Henry W. Bloch School of Business
and Public Administration
[www.bloch.umkc.edu/current-students/
student-services/advising/index.aspx](http://www.bloch.umkc.edu/current-students/student-services/advising/index.aspx)
816-235-2215
Bloch School, room 115
5110 Cherry St.

School of Computing and Engineering
(SCE)
www.sce.umkc.edu
816-235-2399
Flarsheim Hall, room 534

SCE Civil and Mechanical
Engineering, Pre-Engineering Advising
816-235-5550
Flarsheim Hall, room 352

SCE Electrical and Computer
Engineering, Pre-Engineering,
Computer Science and Information
Technology Advising
www.csee.umkc.edu/advising.shtml
816-235-1193
Flarsheim Hall, room 546

School of Dentistry
<http://dentistry.umkc.edu>
816-235-2081
650 E. 25th St.

School of Education
<http://education.umkc.edu/advising/asp>
816-235-2234
School of Education, room 129
615 E 52nd St.

School of Graduate Studies
www.umkc.edu/sgs
816-235-1161
300F Administrative Center
5115 Oak St.

School of Law
www.law.umkc.edu
816-235-1644
500 E. 52nd St.

School of Medicine
[www.umkc.edu/medicine/sa/
studentaffairs.asp](http://www.umkc.edu/medicine/sa/studentaffairs.asp)
816-235-1900
2411 Holmes St.

School of Medicine, Years 1-2
[www.umkc.edu/medicine/sa/
Year1&2.htm](http://www.umkc.edu/medicine/sa/Year1&2.htm)
816-235-1344
University Center, room 138

School of Medicine, Years 3-6
[www.umkc.edu/medicine/sa/
studentaffairs.asp](http://www.umkc.edu/medicine/sa/studentaffairs.asp)
816-235-1900
2411 Holmes St.

School of Nursing
[http://nursing.umkc.edu/
studentresources.cfm](http://nursing.umkc.edu/studentresources.cfm)
Health Science Building
2464 Charlotte

School of Pharmacy
[http://pharmacy.umkc.edu/new/pharm/
stuser/current_students.asp](http://pharmacy.umkc.edu/new/pharm/stuser/current_students.asp)
816-235-1613
Health Science Building, room 1219
2464 Charlotte

PACE (Program for Adult College
Education)
<http://cas.umkc.edu/pace>
816-235-1588
Scofield Hall, room 104
711 E. 51st St.

Registering for Classes

To select classes, log on to Pathway and click on “Class Search” or use “My Class Scheduler” at www.umkc.edu/registrar/myclassscheduler. Once you have decided which classes to take, you can register yourself. Pathway is a simple way to register for classes online. You can register, drop and add courses and access your grades without coming to campus.

Priority Registration

During priority registration, continuing students cannot register before their assigned registration appointment time. Students may look up their registration appointment time on Pathway two to three weeks before registration begins.

Registration Dates

There are specific start and end dates for registration. See page 2 for a complete list.

Late Registration Fee

A fee of \$35 will be charged to students who register after the term begins.

Class Permission

If a class is limited to a specific population of students, you may have to get permission to add it to your schedule. The department offering the course can enter this permission in Pathway so you can register yourself.

Technical Questions

Contact the Call Center at callcenter@umkc.edu or 816-235-2000.

Registration Questions

Contact the Registration and Records Office at registrar@umkc.edu or 816-235-1125 or go to the office located at 115 Administrative Center, 5115 Oak St.

Registration and Records Hours

8 a.m.-5 p.m. Monday, Thursday and Friday and 8 a.m.-6 p.m. Tuesday and Wednesday

Enrolling in Classes

Enrolling in classes

1. Click on “Self-Service” and then “Student Center.”
2. In the Academics section, click on “Add a Class.”
3. Make sure the appropriate semester appears in the Select a Term box and click the yellow “Continue” button.
4. Search for the class you want to add by clicking the yellow “Search” button.
 - a. You must select at least two search criteria. We recommend course subject and course career (undergraduate) and a third: check the “Show Open Classes Only” box.
 - b. Click the yellow “Search” button near the bottom right of the search page.
5. Find the class you want to add and click the yellow “Select Class” button.
6. Verify that you have the pre-requisites for the class and that it does not require department consent. If it is a variable credit-hour class, this is where you can indicate the number of credit hours using the drop-down box next to Units.
7. Click the yellow “Next” button.
8. The course is now added to your Enrollment Shopping Cart.
 - a. You do not have a reserved spot in this class until you finish enrolling.
 - b. You may go back to step 4 to add more classes to your shopping cart.
9. Once you have all the classes you want to take in your enrollment shopping cart, click the yellow “Proceed” to Step 2 of 3 button.
10. Confirm that you want to add all of these classes to your schedule.
11. Click the yellow “Finish Enrolling” button.
12. If this is the first time you have accessed add/drop for the semester, you will be presented with the Statement of Financial Responsibility. You can read the text of the statement on page 14 of this guide. When you register for classes, you are obligated to pay for those classes whether you attend them or not. If you do not agree, you will not be registered for your classes. After you have read the information, click the yellow “Agree and Continue” box.
13. The classes that were successfully added to your schedule will have a green check-mark next to them. If any classes were not able to be added, there will be a red X next to them.
 - a. Check the Message column to see what prevented Pathway from adding the course(s) to your schedule. See page 10 for explanation. These remain in your shopping cart until you delete them or are able to add them.
14. You can now return to the Student Center to view your account and see how much tuition and fees you owe for these classes.

For additional help with the Pathway system visit www.umkc.edu/registrar/pathway.asp. If you cannot log-in to Pathway call the UMKC Call Center at 816-235-2000.

UMKC Pathway

www.pathway.umkc.edu

- Look up your registration start time
- Register for classes
- View your class schedule
- Update your address and phone number
- View and pay your bill
- Check financial aid status and accept awards

The screenshot shows the 'Casey's Student Center' dashboard. At the top right, there are navigation links for 'Home', 'Add to Favorites', and 'Sign out'. The main content is organized into several sections:

- Academics:** Includes links for 'Enrollment' (My Class Schedule, Wish List, Add a Class, Drop a Class), 'Academic History' (Grades), and 'Upcoming Schedule' (a table with columns for Class and Schedule). A 'SEARCH FOR CLASSES' button is also present.
- Finances:** Features a 'My Account' section with links for Account Inquiry, Manage Direct Deposit, View Bill, and Maintain Authorized Users. It also includes a 'Financial Aid' section with links for View Financial Aid and Accept/Decline Awards. A central box displays account information: 'You owe 3,572.39.' with a breakdown of 'Due Now' (1,225.26) and 'Future Due' (2,347.13). A 'make a payment' button is located below.
- Personal Information:** Contains 'Demographic Data' (Emergency Contact, Names, Verify SSN) and 'Contact Information' (Local Address, Permanent Address, Local Phone Number, UM Assigned Email Address).
- Other Sections:** Includes 'Holds' (No Holds), 'To Do List' (07-08 Independent Verif Wksht, 07-08 Student Birth Certif, 2006 Fed Tax Return Student), 'Enrollment Dates' (Open Enrollment Dates), 'Academic Information' (Catalogs, Academic Calendar, Registration Guide), 'Helpful Links' (Pathway Help, MyClassScheduler), and 'Contact for Assistance' (Registration & Records, Cashier's Office, Financial Aid and Scholarships).

A warning box at the bottom of the dashboard states: 'Access to this area of Pathway Self Service required previous consent. To review the terms and conditions of your consent, click the E-Consent Details link below.' with a link to 'E-Consent Details'.

The screenshot shows the 'Class Search' form. At the top, it says 'Select at least 2 search criteria. Click Search to view your search results.' Below this, it indicates 'Univ of Missouri - Kansas City | 2008 Fall Semester'.

Class Search Criteria

- Course Subject: English
- Course Number: is exactly
- Course Career: Undergraduate
- Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

- Meeting Time: between [] and [] (example: 1:00PM)
- Day of Week: Include Only These Days
 - Mon Tues Wed Thurs Fri Sat Sun
- Instructor Last Name: is exactly []
- Class Nbr: [] (example: 12345)
- Course Title Keyword: [] (example: statistics)
- Course Component: []
- Session: Eight Week - Second
- Mode of Instruction: []
- Campus: []
- Location: []
- Course Attribute Value: SECT - WI - Writing Intensive

Buttons at the bottom: CHANGE TERM, CLEAR CRITERIA, SEARCH

Class Search

www.pathway.umkc.edu

You can access the real time class schedule through Pathway. It allows you to search by:

- course subject
- class days
- session
- location
- instructor

Accessing Pathway

www.pathway.umkc.edu

See page 5 for instructions on setting up your SSO and password.

1. Logon to Pathway using your User ID (SSO) and password.
 - Click on UM E-Consent.
 - At the bottom of this page, decide whether to Accept or Deny consent.
2. If you accepted, you will have to logon to Pathway again, with your same User ID and password.
 - The UMKC Alert service information will appear on the screen. Update any appropriate contact information. Click “Done Updating” or “Opt-Out.”
 - Click on “Self Service.”
 - Click on “Student Center.”

The Self-Service Student Center is your one-stop shop for everything you need to do at UMKC. You can add and drop classes, view your account balance and financial aid information, update your address and phone number, and see if there are any holds on your account. To get to the Student Center in the left-side menu bar, click on Self-Service and then click on Student Center.

If you need assistance with this process, contact the UMKC Call Center at 816-235-2000

Registration Error Messages

Access denied

You have not granted your consent to do business with the university online. Click on the UM E-Consent link in the blue Pathway menu on the left, grant consent, and re-log into Pathway.

This is not a valid class number.

The class number is the five-digit reference number that tells the computer which section of a particular course you want to enroll in (e.g. 45678). Spring class numbers begin with 1 or 2, summer class numbers begin with 3 and fall class numbers begin with 4.

You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.

This is only a warning message. You have been enrolled in the class, but you should double-check with your adviser that it will count toward your degree.

You have a hold on your record. The hold on your record must be removed before this transaction can be processed.

To view the holds on your record, return to Self-Service > Student Center. Holds are displayed in a blue box in the upper right-hand corner of the page.

Unable to add this class—requisites have not been met. Check the class description for a list of enrollment requirements.

Some classes are restricted to students in specific majors or require a minimum number of credit hours completed. Click on the class number on the online class search for information on requisites for a particular class.

Unable to complete your request. You do not have access to perform this transaction at this time.

There are multiple reasons you might see this message:

- Your registration appointment time has not yet arrived.
- You have not yet been admitted to UMKC. Contact the Admissions Office at 816-235-1111.
- Open registration is over. To add classes, you will need to complete an add/drop form and obtain a signature from each instructor.

Unable to add this class—term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.

You are trying to enroll in more credit hours than is permitted by your academic unit. See your academic adviser to request permission to take more hours.

You cannot drop this class. Dropping this class would put you below the minimum required units.

You may not drop all of your classes on Pathway. To drop all of your classes you must complete an exit interview questionnaire available at www.umkc.edu/stu-aff/exit/login.cfm.

Note:

- Law students must get a signature from the law school in order to drop below 12 hours.
- Athletes must get a signature from the Athletic Student Services office to drop below 12 hours.
- International students must get a signature from the International Student Affairs office to drop below 12 hours.

Dropping Classes and Withdrawing

You may drop classes in the same way you register for classes. Always confirm your withdrawal by printing a copy of your class schedule from Pathway or obtaining a copy from the Registration Office. Withdrawing from classes does not release you from financial obligations to the University. See below for refund percentage deadlines. If you have any problems or questions when dropping a class, contact the Registration Center at 816-235-1125.

No one (including faculty and advisers) can withdraw for you. Check the withdrawal deadlines in the academic calendar on Page 2. Undergraduate and graduate student withdrawal deadlines differ and are strictly enforced. If you require advising or have questions, contact your academic adviser before withdrawing.

Official Withdrawals

Official withdrawals can be done by mail when a student is unable to appear in person (for example, if you are out of town or suffering from an illness or accident) or if the Registration Office is closed or Pathway is down (for example, during a power outage) and you wish to receive a certain refund. The postmark on the envelope is used as the refund date.

Total Term Withdrawals

Students wishing to withdraw from all of their classes in a term must complete an exit interview questionnaire available at www.umkc.edu/stu-aff/exit/login.cfm. If you received financial aid for the Spring 2010 semester you may be required to pay back all or a portion of the aid you received.

Actions That Are Not Considered Official Notification of Withdrawal

Assuming classes will be cancelled for nonpayment, failure to attend class, giving notice to an instructor, stopping payment on a check used to pay fees, crossing out courses on a schedule, returning only partial payment to the Cashier's Office or verbal notice to any University office.

Swapping Classes

You may swap one class for another class in the same session with the same number of credits during the first part of each term. Please consult the Registration Dates calendar on page 2 for the appropriate deadlines. Students can swap classes on Pathway through the 100 percent refund date. All swaps completed after that must be done in the Registration Office. If you have any problems or questions when swapping a class, contact the Registration Office at 816-235-1125.

Refund Schedule for Withdrawals

The UMKC refund policy is based on the date of official withdrawal from classes. The fee refund schedule applies except when individual refunds are adjusted to meet federal regulations if student financial aid is involved. Refunds for courses that do not meet during the regular session (weekend courses, abbreviated courses) are prorated based on the length of the course and the date of withdrawal. If you receive a refund that you believe you should not have received, check your class schedule or contact the Cashier's Office.

Spring 2010 Drop Rate Schedule

Last day for a...	16-week	1st 8-week	2nd 8-week
100 percent refund	Jan. 15	Jan. 13	March 10
60 percent refund	Jan. 25	Jan. 15	March 12
40 percent refund	Feb. 1	Jan. 21	March 17
20 percent refund	Feb. 8	Jan. 25	March 19

Are There Exceptions to the Refund Policy?

The Registration and Records office is authorized to make exceptions in the application of the refund policy in unusual and extreme circumstances. The policy and form can be found at www.umkc.edu/registrar/petition.asp. Requests for exceptions must be submitted in writing with supporting documentation to the Registration and Records Office. Decisions will be sent in writing.

Drops for Non-Payment

Classes may be cancelled for nonpayment if the minimum payment is not received by the first published due date. However, it is the responsibility of all students to withdraw from classes if they will not be attending the semester. Failure to pay is not an official method of withdrawal. If a student withdraws or is dropped for nonpayment from classes, he or she may still owe the University full or partial fees in accordance with the UMKC fee refund policy.

Paying Your Fees

Fee information and breakdowns can be found online at www.umkc.edu/adminfinance/finance/cashiers

Billing Statements

The Finances section in the Pathway Student Center contains up-to-date, real-time information about your student account charges. Your billing statement is available to view and print on QuikPay, the University's third-party vendor for billing and online payment processing. Billing statements are generated once each month, just like a credit card statement, and thus are current as of the date of the statement.

To view and/or print your billing statement:

1. Log-in to Pathway
2. Navigate to Self Service > Student Center
3. Click on "Make a Payment"
4. Click the yellow "Continue" button

You will be redirected to QuikPay which will open in a new window, so you may have to disable pop-up blockers on your computer or hold down the CTRL key on your keyboard while you click the continue button. You can pay your fees using a credit card (MasterCard and Discover only), check or cash. You will receive an e-mail at your UMKC e-mail account reminding you to look at your statement online. Bills will not be mailed.

Credit card (MasterCard, Discover or American Express)

Credit card payments can be made online at pathway.umkc.edu from any computer with Internet access. Pathway will redirect you to the University's vendor for credit card processing, QuikPay. A service fee of 2.75 percent of the amount paid will be charged. Payment can also be made in our office or via phone (816-235-1365) but will still incur the service fee of 2.75 percent.

Checks (personal or cashier)

- Mail.
- Drop box, located in the Administrative Center, 5115 Oak St.
- Cashier's window, first floor of the Administrative Center.
- Pathway (e-check): visit pathway.umkc.edu.
- Phone (call 816-235-1365 and have the routing and account number available).

Student Financial Aid

Your student financial aid will be applied toward fees, but you must make the minimum payment if your financial aid is less than your total fees. Student financial aid, except outside checks payable to the student only, is directly applied to the student's account. If accepted aid equals or exceeds the amount owed, no action is necessary. The balance will be paid to you by check or directly deposited in your bank account. If student financial aid is less than the amount due, the remainder must be paid in accordance with UMKC policy. Please Note: Federal Financial Aid is unable to pay for a balance remaining from a previous aid year. Any balance from a previous aid year must be paid by the student.

Excess Financial Aid/Overpayments

Excess financial aid funds can be directly deposited into bank accounts (ACH) if authorized. ACH deposits start the week before

Cash

Cashier's window only, first floor, Administrative Center.

Late Fees

Student accounts will be subject to a \$10 late fee when payment is not received by the scheduled due date as noted on the student's monthly billing statement. If the minimum payment or billed balance due is paid on or before the scheduled due date, as it appears on the student's monthly billing statement, no late fees will apply. In addition, there is a 1 percent finance charge on all unpaid balances.

Billing statements are no longer mailed. You must log in to Pathway to view your bill each month. You can print a paper copy of your bill for your records.

When are My Fees Due?

Fee payment is due based on the schedule shown below. Students who participate in priority registration will be billed in four installments. Any unpaid adjusted amount due is subject to a 1-percent finance charge. The collection of delinquent fees will be pursued, including referral to collection agencies and credit bureaus. Student accounts will be assessed an additional collection charge when it is referred to a collection agency.

Fees Changes

The University reserves the right to increase or decrease the fees charged for attendance and other services at the University when the Board of Curators considers it in the best interest of the University to do so. Any increase in fees must be approved by the Board of Curators no less than 30 days prior to the beginning of the academic term (semester, etc.) to which these fees will be applied. Any changes in fees will be effective irrespective of whether fees have or have not been paid on behalf of the student prior to the effective date of the modification.

classes begin. If ACH is not authorized, checks will be mailed to the current address on the student's record. If a check is mailed to an invalid address, the student may be required to wait two weeks before the check can be reissued and subject to a processing fee. In general, students who have signed up for direct deposit receive their excess financial aid refund several days earlier than those expecting a check. You can sign-up for direct deposit on Pathway.

Total Withdrawals and Federal Aid

When a student totally withdraws from all of his or her classes, there is a certain percentage of aid that UMKC is required to return due to federal regulations regarding the return of Title IV funds. The amount UMKC is required to return may exceed the student's credit balance for withdrawing from classes making the student owe a balance to UMKC.

Fee Estimator

www.umkc.edu/adminfinance/finance/cashiers/fee-estimator/index.asp

The Fee Estimator feature of the Cashiers and Collections Office Web site may be used to estimate education fees for specific academic programs in a given semester.

Fee Estimator

School: College of Arts and Sciences
 Program: Undergraduate
 Resident Status: Resident
 Credit Hours: 12

Education Fees	\$2,947.20
Information Tech Fee:	\$146.40
University Center Fee:	\$74.62
Athletic Fee:	\$53.05
Student Activity Fee:	\$52.68
Physical Facilities:	\$8.31
Student Association Fee:	\$1.50
Student Health Fees:	\$46.36
Collegiate Readership Fee:	\$2.72
Multi Purposes/Student Center Fees:	\$30.00
Estimated Semester Total:	\$3,362.84

[Re-Estimate](#)

Fees subject to change (Shown as example only.)

Fee Payment Schedule Spring 2010

Registration Date	Bill Date	Date Due, Amount	Bill Date	Date Due, Amount	Bill Date	Date Due, Amount	Bill Date	Date Due, Amount
Nov. 3-Dec. 26	Dec. 27	Jan. 20, 25%	Jan. 25	Feb. 20, 25%	Feb. 25	March. 20, 25%	March 25	April 20, 25%
Dec. 27-Jan. 20		Jan. 20, 25%	Jan. 25	Feb. 20, 25%	Feb. 25	March. 20, 25%	March 25	April 20, 25%
Jan. 21 and after*	25% due at registration	25% due at registration	Jan. 25	Feb. 20, 25%	Feb. 25	March 20, 25%	March 25	April 20, 25%

Students registering for classes between Dec. 27 and Jan. 20 for the spring term will not receive any billing statement until Jan. 25, however, 25 percent of fees are due by Jan. 20. Students will receive an e-mail from the Cashiers and Collections Office informing them of the amount due and due date. In order to hold classes, a minimum payment of 25 percent is due by Jan. 20. Students can access their bills on a daily basis by checking under Account Inquiry on Pathway.

*Jan. 10 is the last date to register for the spring term without a late registration fee.

Statement of Financial Responsibility

Before a student can register for a term, they must electronically agree to or sign a hard copy of the Statement of Financial Responsibility. Students can accept the agreement through Pathway or in the Registration and Records Office.

Payment of fees

All fees are due and payable to the University and are the student's responsibility to pay as the result of registration or other activity that incurred 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 are 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 UMKC e-mail address when the statement is available for viewing. Electronic billing statements can be viewed from Pathway.

E-mail and online statements

UMKC e-mail is the official University method of communication with the student. It is the student's responsibility to check and responsibly manage their UMKC e-mail account so that important information can be received. As billing statements are available online, 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 regarding a student account are the student's responsibility.

Late payment fees

Student accounts will be subject to a \$10 late fee every billing period when payment is not received and processed by the scheduled due date as communicated on the student's Monthly Billing Statement.

Finance charges

The University will assess a monthly 1 percent finance charge on any account that remains unpaid after the payment due date. A finance charge is always assessed on any remaining Adjusted Amount Due after the payment due date; therefore, it is to the advantage of the student to avoid finance charges by paying the account balance in full.

Late registration fee

Any student registering on or after the first day of classes will be assessed a \$35 late registration fee.

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 refusing financial aid does not constitute an official withdrawal from University of Missouri-Kansas City.

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 and course fee (if applicable). Such fees are reassessed and reduced in accordance with the reassessment schedule for each term found on the Cashiers and Collections Web site. The official refund policy can be found online at www.umkc.edu/adminfinance/finance/cashiers.

Financial hold

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.

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 not to exceed 50 percent of the total charges.

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 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.

Minimum fee payment plan

The student's account is billed for the full account balance for each payment date. However, a minimum payment amount is allowed. The minimum payment amount is derived by dividing

the current term charges by the number of scheduled payment dates remaining in the semester, and adding the total of any previous semester remaining balance. The required minimum payment must be made by the due date to avoid late fees. You may pay the total minimum due or any amount greater than the required minimum. Any payment amount less than the total Adjusted Account Balance will result in a 1 percent monthly finance charge on the unpaid remainder. Enrollment is not complete until the minimum payment is made.

Financial aid

Financial aid (grants, scholarships, loans) that has been approved but has not yet paid to the student account is considered to be "anticipated." Anticipated aid is deducted from the current term balance in the Statement Details area of your monthly billing statement. The balance remaining will be billed to the student and the minimum payment must be paid by the due date communicated on the billing statement. If payment for the total Adjusted Amount Due is not received, the remaining balance is subject to the 1 percent monthly finance charge. If no payment is made, the \$10 late fee will assess. When the aid is received, it will be applied to the student account but there will be no reduction in the amount due since the aid was already taken into consideration and deducted from the current term balance. Current term federally funded financial aid cannot be used to pay balances due from a previous aid year. Private loans will pay toward any balance remaining on the account, including past aid year amounts.

Third-party sponsorship

If part or all of your educational expenses are paid by an embassy, agency or company, you can elect to have them billed through our Sponsor Billing process. Written authorization from your sponsor is required and should be directed to UMKC Cashier's Office, 5100 Rockhill Road, Administrative Center 112, Kansas City, MO 64110, Attn: Sponsor Billing. Upon receipt of a completed billing authorization, a credit will be posted to your student fee account for the amount authorized. We will bill the sponsor directly on your behalf. If the sponsor does not pay in a timely manner, the third party credit will be removed from your account and you will be responsible for payment. If you do not have full sponsorship for all your fees, you must make at least the minimum payment in order to hold your classes. If you pay less than the full billed balance, you will be subject to a 1 percent monthly finance charge on the unpaid billed balance. If you owe a past term balance, it must be paid in full. Failure to turn in third-party authorizations in a timely manner may result in fees that the student remains responsible for paying.

Payment methods

Personal checks – The amount of the personal check may not exceed the amount due from the student. A student whose checks are returned from the bank unpaid will incur a \$25 service charge per check. A student presenting a check for fees to the University that is returned unpaid and remains unpaid after the close of the regular registration period may be considered a late registrant and be subject to the late registration fee; the enrollment may also be subject to cancellation.

E-check – Electronic check payment can be made for the amount due online via Pathway. There is no processing fee associated with electronic check payments. A \$25 returned check fee will be charged for any electronic checks that are not honored by your bank. **MasterCard, Discover or American Express** – Credit card payments may only be made through our third party vendor which can be accessed via Pathway. Payment will be accepted on the student's account up to the credit limit of the card holder and may not exceed the amount due. Be aware that a 2.75 percent convenience fee will apply to the amount of the payment. Refunds based on credit card payments will be refunded to the credit card.

Returned checks

Any check not honored by your bank will result in a \$25 returned check fee. If the returned check, including e-check payments, was written to pay a prior term balance, your classes may be subject to cancellation. Any checks written to UMKC for other departments may be charged to your student account and billed by the Cashiers Office. Such charges will incur all related billing fees. Returned checks that remain unpaid for greater than 30 days may be referred to the Jackson County Prosecutor's Office for collection. The University reserves the right to deny any student check-writing privileges with repeated or egregious attempts to pass a bad check.

Personal banking online payments

Payments made with your online banking service may result in a significant delay in the processing. We make no guarantees that your payment can be received and processed by the due date.

Bankruptcy

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the University after the bankruptcy.

Student Services Contact Information

Admissions Office

www.umkc.edu/admissions
816-235-1111
120 Administrative Center

Applied Language Institute

www.umkc.edu/ali
816-235-1223
5301 Rockhill Road

Bookstore

www.umkcbookstore.com
816-235-BOOK
University Center

Campus Information Center

816-235-5555
University Center, first-floor lobby

Career Services Center

www.career.umkc.edu
816-235-1636
4825 Troost Ave., room 205

Cashier's Office

www.umkc.edu/adminfinance/finance/cashiers
816-235-1365
112 Administrative Center

Center for Academic Development

www.umkc.edu/cad
816-235-1174
210 SASS Building

Coaching Program

www.umkc.edu/cad/coaching
816-235-6709
212 SASS Building

Computer Resources

www.umkc.edu/is/infoportals/students.asp
816-235-2000
4825 Troost, room 102

Counseling and Testing Services

www.umkc.edu/chtc
816-235-1635
4825 Troost, room 206

Dining Services

www.umkc.edu/foodservice
816-235-1417
University Center, ground floor

Directory Information

See Registration and Records Office.

Fellowships Advising Office

www.umkc.edu/international
816-235-6230

Financial Aid and Scholarships

www.sfa.umkc.edu
816-235-1154
101 Administrative Center

Health Insurance

www.umkc.edu/chtc/health/pages/insurance.html
816-235-6133
4825 Troost, room 115

Helpline

www.umkc.edu/helpline
816-235-2222

ID Cards

816-235-6657
One Card ID Office, University Center, room 101A

Information Services Call Center

www.umkc.edu/is/support
816-235-2000
4825 Troost Ave., room 102

International Student Affairs Office

www.umkc.edu/isao
816-235-1113
5235 Rockhill Road

KCASE Student Exchange

www.umkc.edu/registrar/kcase.asp
816-235-1010
Registration and Records Office
115 Administrative Center

Math and Science Resource Center (MSRC)

www.umkc.edu/cad/msrc
816-235-1167
Math: 100 SASS Building
Science: 108A SASS Building

MindBody Connection

www.umkc.edu/chtc/mindbody/mindbody.html
816-235-5169
University Center, room 161

Multicultural Student Affairs

www.umkc.edu/msa
816-235-1109
University Center, room 160

Office of Services for Students with Disabilities

www.umkc.edu/disability
816-235-5696
131 University Center

Parking

www.umkc.edu/adminfinance/parking
816-235-5256
221 Administrative Center

Police

www.umkc.edu/adminfinance/police
816-235-1515
4825 Troost Ave.

Registration and Records Office

www.umkc.edu/registrar
816-235-1125
115 Administrative Center

Residential Life

www.umkc.edu/housing
816-235-8840
5030 Cherry St.

Student Life Office

www.umkc.edu/stulife
816-235-1407
University Center, room G6

Student Health and Wellness

www.umkc.edu/chtc/health
816-235-6133
816-235-6103, pharmacy
4825 Troost, room 115

Student Loan Office

www.umkc.edu/adminfinance/finance/studentloans
816-235-1346
224 Administrative Center

Study Abroad Opportunities

www.umkc.edu/international
816-235-5759
5325 Rockhill Road

Supplemental Instruction

www.umkc.edu/cad/si
816-235-1166
SASS Building, room 210

Swinney Recreation Center

www.umkc.edu/src
816-235-1556

University Center

www.umkc.edu/ucenter
816-235-1411
5000 Holmes Road

Women's Center

www.umkc.edu/womenc
816-235-1638
105 Haag Hall
5100 Rockhill Road

Writing Center

cas.umkc.edu/writingcenter
816-235-1146
5201 Rockhill Road, second floor

Written English Proficiency Test (WEPT)

cas.umkc.edu/English/programs/writing/wept.htm
816-235-1146
5201 Rockhill Road, second floor

Veterans Certification

See Registration and Records Office
816-235-1121

Graduation Checklist

Undergraduate students become eligible to complete the required general education exam (MAPP) after completing 75 credit hours and must complete the MAPP before graduating. See www.umkc.edu/irap/assessment/exitexams for more information. The MAPP exam is scheduled and administered by the Office of Testing Services. If you have any problems with, or questions about, scheduling your exam, contact testingservices@umkc.edu or call 816-235-5820.

Apply to graduate. The application for graduation form is available in the Registration and Records Office and

in most advising offices on campus. The form should be completed and submitted to your academic unit one semester prior to graduation. In order to graduate in any given semester, students must apply prior to the deadline for that semester which is the end of the fourth week of classes in fall and spring semesters and at the end of the second week of classes in summer semesters.

If required by the major department, undergraduate students must complete a major field exam after completing 105 credit hours and before graduating. See www.umkc.edu/irap/

assessment/exitexams for more information. Major field exit exams in biology, business, chemistry, computer science, mathematics, music, physics, political science, and psychology are scheduled and administered by the Office of Testing Services. If you have any problems or questions about scheduling your exams, contact testingservices@umkc.edu or call 816-235-5820.

Order regalia. Graduation fairs are scheduled in October and March where you can order regalia for the commencement ceremony, as well as graduation announcements, class rings and other graduation

memorabilia. After the graduation fair, visit the UMKC Bookstore to purchase graduation-related items.

Participate in commencement (optional). See www.umkc.edu/commencement for more information. Graduation takes place three times per year at UMKC, at the end of each spring, summer and fall semester. However, commencement ceremonies are held only at the end of the fall and spring semesters. Please note that participation in commencement is not equivalent to earning your degree. Degrees are not finalized for conferral at the time of the commencement ceremony.

Important Policies

Access to Educational Records

In accordance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, UMKC is required to inform currently enrolled students of their right to access certain education records. Education records maintained by UMKC, and available to students, are financial aid records, students' cumulative advisement file, student health records, disciplinary records and the cumulative scholastic record.

To request access, contact the following offices:

Student Financial Aid

Jan Brandow, Director
Administrative Center, 5115 Oak St.

Disciplinary Records

Jeff Traiger, Chief Judicial Officer
Administrative Center, 5115 Oak St.

Student Health Records

Sandra Handley
4825 Troost Ave., room 115

All Other Educational Records

Doug Swink, Registrar
Administrative Center, 5115 Oak St.

Any student may review, upon written request, his or her records and, if erroneous information is included therein, may request the expunging of such information. Written requests must be made to the officials named above for access to records desired. (Students desiring reproduction of education records will be charged a per copy rate based on current actual reproduction costs.)

A UMKC student wishing to challenge the content of any record may request an opportunity for a hearing to insure that the records are not inaccurate. UMKC officials charged with custody of education records will attempt to settle informally any disputes by meetings and discussions with the student.

If a formal hearing is necessary, the student or the UMKC official charged with the custody of the education records may request such a hearing by submitting a request in writing to the chancellor, who will appoint a hearing officer or a hearing committee. The hearing shall be conducted and decision rendered by an appointed official or officials who shall not have a direct interest in the outcome.

Either party may appeal the decision of the hearing to the chancellor. Appeal from the chancellor's decision is to the president. Appeal from the president is to the Board of Curators.

UMKC designates as "Directory Information-Public Information" the following categories of information: student name, address, telephone

number, e-mail address, student level, full- and part-time status, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

A student wishing to restrict the release of "Directory Information" pertaining to him or her is to advise the Registrar's Office in writing. Any student wishing to obtain a copy of the complete guidelines governing the protection of the privacy of student records under the Public Law may do so by going to this Web site: www.ed.gov/policy/gen/guid/fpco.

Your name, local address and telephone numbers will be included in electronic or printed student directories unless restricted by you. Visit the Registrar's Office Web site at www.umkc.edu/registrar for the form to restrict your directory information.

Access for Speech- or Hearing-Impaired People

People with speech or hearing impairments can contact the University by using Relay Missouri, 800-735-2966 (TTY).

Compulsory Eye Protection

A Missouri state law requires all students, faculty and visitors to wear an industrial-quality protective eye device when participating in courses of instruction that involve a potential eye hazard.

Your class instructor will advise you as to the specific type of protection needed. Personal protective eye wear can be obtained at the UMKC Bookstore. University bulletin boards in all main buildings provide specific information on the University's eye program.

Maintaining a Positive Work and Learning Environment

The University of Missouri is committed to providing a positive work and learning environment where all individuals are treated fairly and with respect, regardless of their status. Intimidation and harassment have no place in a university community. To honor the dignity and inherent worth of every individual — student, employee or applicant for employment or admission — is a goal to which every member of the University community should aspire and to which officials of the University should direct attention and resources.

With respect to students, it is the University's special responsibility to provide a positive climate in which students can learn. Chancellors are expected to provide educational programs and otherwise direct

resources to creative and serious measures designed to improve interpersonal relationships to help develop healthy attitudes toward different kinds of people and to foster a climate in which students are treated as individuals rather than as members of a particular category of people. Visit the Web site at www.umkc.edu/helpline for more information on intellectual diversity, grievance procedures and sexual harassment.

With respect to employees, the strength we have as a university is directly related to maintaining a positive work environment throughout the institution. The University should provide a positive recruiting and work environment focused on the duties and skills of work to be performed. It is the expectation of the University that all employees and potential employees will be treated on the basis of their contribution without regard to personal characteristics not related to competence, demonstrated ability, performance or the advancement of the legitimate interest of the University. The General Officers are expected to provide training programs for supervisors to assist in achieving this objective.

With respect to violations of the policy, faculty, staff and students may use their respective grievance procedures approved by the Board of Curators. The approved grievance procedures are as follows: Grievance procedure in Section 370.010 for faculty, grievance procedure in Section 380.010 for staff, and grievance procedure in Section 390.010 for students, and each such procedure shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or military organizations associated with the Armed Forces of the United States of America.

For more information, visit www.umssystem.edu/ums/departments/gc/rules/personnel/330/080.shtml.

Measles/Rubella Immunization Policy

In order to adequately protect its students at risk for communicable disease, UMKC requires a variety of immunizations for students identified as high-risk (i.e., residence hall students, international students and those enrolled in the schools of medicine, dentistry, pharmacy and nursing). These students will be notified by the appropriate campus office of specific immunization requirements pertaining to them. Exemptions from immunizations are permitted for health and religious reasons. Students who exempt themselves from immunization for either reason must sign a University of Missouri exemption form (parents

must sign for students under 18). For medical exemptions, the form must be completed by a physician. The form should be presented in lieu of actual immunization records to the office making the request. These records will be kept in the appropriate office with actual immunization records. For their own protection, students who have an exemption may be required to leave campus in case of an outbreak.

UMKC strongly encourages all of its students to review and update their immunization records, particularly as they relate to measles. The American College Health Association recommends that all college students born after 1956 should have two doses of the measles vaccine. All UMKC students are encouraged to file health care provider-signed documentation of immunization with the Registrar's Office. In the event of a measles outbreak, students who don't have documentation on file may be asked to leave campus.

For more information, contact the Office of the Vice Chancellor for Student Affairs at 816-235-1141.

Statement of Human Rights

The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Affirmative Action Office, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs. Call 816-235-6133 for information.

Students' Right to Know

The UMKC Police Department publishes an annual campus report on personal safety and crime statistics. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by UMKC; and on public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

The report is available at the UMKC Police Department, room 213, 4825 Troost Building or at www.umkc.edu/adminfinance/police/csr.asp.



Hospital Hill Campus

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|---|--|--|---|
| 1. UMKC School of Medicine
2411 Holmes St. | 6. Children's Mercy Hospital
2401 Gilham Road | 11. Hospital Hill Center
2310 Holmes St. | 17. TMC WIC Program Building
520 E. 22 St. |
| 2. UMKC School of Dentistry
650 E. 25 St. | 7. Hospital Hill Medical Pavilion
2301 Charlotte St. | 12. Diagnostic and Treatment Center
660 E. 24th St. | 18. Kansas City Health Department Building
2400 Troost Ave. |
| 3. UMKC Health Sciences Building
2464 Charlotte St. | 8. Western Missouri Mental Health
1000 E. 24 St. | 13. Old Health Sciences
2220 Holmes St. | 19. Diastole Compound
2501 Holmes St. |
| 4. UMKC Hospital Hill Annex
901 E. 24 Terr. | 9. Children's Mercy Hospital Modular Buildings | 14. Gambro Dialysis Center
2250 Holmes St. | |
| 5. Truman Medical Center
2301 Holmes St. | 10. Eye Foundation of Kansas City
2300 Holmes St. | 15. TMC Behavioral Health Network
2211 Charlotte St. | |
| | | 16. TMC Plant Operations
2055 Holmes St. | |

Volker Campus

1. **University Center/ Bookstore**
5000 Rockhill Road
2. **Administrative Center**
5115 Oak St.
3. **Swinney Recreation Center**
5030 Holmes St.
4. **Oak Street Residence Hall**
5051 Oak St.
5. **Cherry Street Residence Hall**
5030 Cherry St.
6. **Oak Place Apartments**
5050 Oak St.
7. **Scofield Hall**
711 E. 51 St.
8. **Manheim Hall**
710 E. 52 St.
9. **Haag Hall**
5120 Rockhill Road
10. **Cockefair Hall**
5121 Rockhill Road
11. **Newcomb Hall**
5123 Holmes St.
12. **Flarsheim Building**
5110 Rockhill Road
13. **Royall Hall**
800 E. 52 St.
14. **Grant Hall**
5228 Charlotte St.
15. **Henry W. Bloch School of Business and Public Administration**
5110 Cherry St.
16. **Law School**
500 E. 52 St.
17. **Eppson House**
5200 Cherry St.
18. **Katz Hall**
5005 Rockhill Road
19. **Fine Arts Building**
5015 Holmes St.
20. **Biological Sciences**
5007 Rockhill Road
21. **Spencer Chemistry Building**
5009 Rockhill Road
22. **School of Education**
615 E. 52 St.
23. **James C. Olsen Performing Arts Center**
4949 Cherry St.
24. **Miller Nichols Library**
800 E. 51 St.
25. **51st Street Annex**
301 E. 51 St.
26. **Applied Language Institute**
5301 Rockhill Road
27. **Writing Center**
5201 Rockhill Road
28. **Vacant**
5301-03 Holmes St.

29. **Center for Creative Studies**
5305-07 Holmes St.
30. **Berkley Child and Family Development Center**
1012 E. 52 St.
31. **College of Arts and Sciences Continuing Education**
5300 Rockhill Road
32. **Department of Theatre/ Honor College**
5317-19 Holmes St.
33. **University News/ Communitarity**
5327 Holmes St.
34. **Center for International Academic Programs**
5325 Rockhill Road
35. **Institute for Professional Preparation**
5310 Harrison St.
36. **Department of Criminal Justice & Criminology**
5215 Rockhill Road
37. **African-American History and Culture House**
5245 Rockhill Road

38. **International Student Affairs**
5235 Rockhill Road
39. **Institute for Professional Preparation**
5322 Troost Ave.
40. **UMKC Charter Schools and Center for Economic Education**
5306 Holmes St.
41. **Laboratory Support**
1015 E. 50 St.
42. **Military Science**
5322 Rockhill Road
43. **Research Services**
5211 Rockhill Road
44. **CB Annex**
5014 Rockhill Road
45. **KCUR, Campus Police, Career Services, Student Health Center, Counseling Center, Mailing Services**
4825 Troost Ave.
46. **General Services Building**
1011 E. 51 St.

47. **Old Maintenance Building**
801 E. 51 St.
48. **Research Services**
5319 Rockhill Road
49. **Cooling Plant**
5130 Troost Ave.
50. **Chemical Storage Building**
5010 Troost Ave.
51. **Debate house**
5311 Holmes St.
52. **215 Volker Blvd.**
53. **Music Department**
5301 Charlotte St.
54. **5100 Troost Ave.**
55. **Department of Art and Art History**
5301 Harrison St.
56. **Institute for Professional Prep**
5307 Harrison St.
57. **Institute for Professional Prep**
5312 Harrison St.

58. **Research Services**
5315 Rockhill Road
59. **Institute for Entrepreneurship and Innovation**
4747 Troost Ave.
60. **Chancellor's Residence**
5106 Cherry St.
61. **Toy and Miniature Museum**
5235 Oak St.
62. **University Play House**
Corner of E. 51 St. and Holmes St.



Statement of Human Rights
The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. UMKC Office of Diversity and Equity, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs. Call 816-235-1323 for information.

Relay Missouri: 1-800-735-2966 (TTY)