### Steps to registration

<table>
<thead>
<tr>
<th>New students start here.</th>
<th>Returning students start here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply for admission</td>
<td>5. Meet with your academic adviser</td>
</tr>
<tr>
<td>2. Apply for financial aid</td>
<td>6. Pick your class schedule and register</td>
</tr>
<tr>
<td>3. Set up your single sign-on</td>
<td>7. Pay your fees</td>
</tr>
<tr>
<td>4. Take math entrance test</td>
<td>8. Get your student ID</td>
</tr>
<tr>
<td></td>
<td>9. Purchase your textbooks</td>
</tr>
<tr>
<td></td>
<td>10. Buy a parking pass</td>
</tr>
</tbody>
</table>

For the latest updates and class schedules, visit www.umkc.edu/registrar.
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**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](http://umkc.edu/umkcalert)
Academic Calendar
For up-to-date information, visit www.umkc.edu/registrar/acal.asp.

Summer 2009

May
18 Law coursework begins.
25 Memorial Day holiday
26 Coursework begins for first five-week session.

June
8 Coursework begins for regular eight-week session.
10 Last day to change audit to credit (eight-week session)
17 Written English Proficiency Test (WEPT) Royall Hall, room 111
19 Last day to apply to graduate for Summer 2009.
26 Coursework ends for first five-week session.

July
2 Coursework ends for first four-week session.
2 Last day to turn in theses/dissertations to the School of Graduate Studies for format review for summer graduation.
3 Independence Day holiday (no classes)
6 Coursework begins for second four-week session.
8 Last day of Law classes.
13-17 Law exams
17 Last day for undergraduates to withdraw with assessment, eight-week session.
31 Last day of classes regular eight-week session.
Last day of classes second four-week session.
Last day of classes second five-week session.
Last day for graduate students to withdraw (eight-week, second four-week, second five-week)
Last day for graduate students to change audit to credit (eight-week, second four-week, second five-week)

August
14 Last day of summer Dental clinic.

Fall 2009

August
24 Coursework begins.
28 Registration ends.
Last day to change audit to credit.
Last day for 100 percent educational fees adjustment.

September
4 Last date for 60 percent educational fees adjustment.
7 Labor Day holiday (no classes)
14 Last date for 40 percent educational fees adjustment.
18 Last day for undergraduates to change credit to audit.
21 University census date
   Last day to apply to graduate for Fall 2008.
   Last day for 20 percent refund on dropped classes.
   Last day to drop a class and have it not appear on your transcript.
   Last day to swap classes.
23 Written English Proficiency Test (WEPT) Royall Hall, room 111

October
16 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.
   Last day to withdraw on Pathway. Students must come in person to the Registrar’s Office to withdraw after this date.

November
2 First day of priority registration for continuing students for Spring 2010. Each student is assigned a specific date and time. Check Pathway for your specific date and time.
2 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 with assessment.
23-27 Thanksgiving holiday (no classes)
26-27 Thanksgiving holiday (university closed)
30 Coursework resumes.
30 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 classes.
Last day for graduate students to withdraw with assessment.
Last day for graduate students to change audit to credit.
14-18 Final exams
18 Fall Commencement (dates and times may vary)

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, 7-days a week, some of these dates may fall on the weekend.

#### Summer 2009

<table>
<thead>
<tr>
<th></th>
<th>Intersession</th>
<th>1st 5-week</th>
<th>8-week</th>
<th>1st 4-week</th>
<th>2nd 5-week</th>
<th>2nd 4-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority registration begins</td>
<td>April 6</td>
<td>April 6</td>
<td>April 6</td>
<td>April 6</td>
<td>April 6</td>
<td>April 6</td>
</tr>
<tr>
<td>Open registration begins</td>
<td>April 27</td>
<td>April 27</td>
<td>April 27</td>
<td>April 27</td>
<td>April 27</td>
<td>April 27</td>
</tr>
<tr>
<td>Classes begin</td>
<td>May 11</td>
<td>May 26</td>
<td>June 8</td>
<td>June 8</td>
<td>June 29</td>
<td>July 6</td>
</tr>
<tr>
<td>Last day to add without instructor signature</td>
<td>May 11</td>
<td>May 27</td>
<td>June 10</td>
<td>June 9</td>
<td>June 30</td>
<td>July 9</td>
</tr>
<tr>
<td>Last day to change audit to credit (undergraduate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Last day for a 100 percent refund</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day for a 60 percent refund</td>
<td>May 12</td>
<td>May 28</td>
<td>June 12</td>
<td>June 10</td>
<td>July 1</td>
<td>July 10</td>
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<tr>
<td>Last day for a 40 percent refund</td>
<td>May 13</td>
<td>June 1</td>
<td>June 17</td>
<td>June 11</td>
<td>July 6</td>
<td>July 13</td>
</tr>
<tr>
<td>Last day to change credit to audit (undergraduate)</td>
<td>May 14</td>
<td>June 2</td>
<td>June 19</td>
<td>June 12</td>
<td>July 7</td>
<td>July 14</td>
</tr>
<tr>
<td>Last day to drop with no record</td>
<td>May 14</td>
<td>June 2</td>
<td>June 19</td>
<td>June 12</td>
<td>July 7</td>
<td>July 14</td>
</tr>
<tr>
<td>Last day to swap classes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day for 20 percent refund</td>
<td>May 14</td>
<td>June 2</td>
<td>June 19</td>
<td>June 12</td>
<td>July 7</td>
<td>July 14</td>
</tr>
<tr>
<td>Last day to withdraw with “W”</td>
<td>May 15</td>
<td>June 10</td>
<td>July 2</td>
<td>June 19</td>
<td>July 15</td>
<td>July 21</td>
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<tr>
<td>Last day to withdraw with “W” or “WF” (undergraduate)</td>
<td>May 20</td>
<td>June 18</td>
<td>July 17</td>
<td>June 26</td>
<td>July 23</td>
<td>July 28</td>
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<tr>
<td>Last day to withdraw with “W” or “WF” (graduate)</td>
<td></td>
<td></td>
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<td>Last day to change credit to audit (graduate)</td>
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</tr>
<tr>
<td>Last day of class</td>
<td>May 22</td>
<td>June 26</td>
<td>July 31</td>
<td>July 2</td>
<td>July 31</td>
<td>July 31</td>
</tr>
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<td>Last class</td>
<td>Last class</td>
<td>Last class</td>
<td>Last class</td>
<td>Last class</td>
</tr>
<tr>
<td>Last day of class</td>
<td>Aug. 14</td>
<td>Dec. 11</td>
<td>Oct. 16</td>
<td>Dec. 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final exams</td>
<td>Last class</td>
<td>Dec. 14-18</td>
<td>Oct. 16</td>
<td>Dec. 18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Fall 2009

<table>
<thead>
<tr>
<th></th>
<th>Intersession</th>
<th>1st 8-week</th>
<th>1st 8-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority registration begins</td>
<td>April 6</td>
<td>April 6</td>
<td>April 6</td>
</tr>
<tr>
<td>Open registration begins</td>
<td>April 27</td>
<td>April 27</td>
<td>April 27</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Aug. 3</td>
<td>Aug. 24</td>
<td>Oct. 19</td>
</tr>
<tr>
<td>Last day to add without instructor signature</td>
<td>Aug. 3</td>
<td>Aug. 28</td>
<td>Aug. 26</td>
</tr>
<tr>
<td>Last day to change audit to credit (undergraduate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day for a 100 percent refund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day for a 60 percent refund</td>
<td>Aug. 4</td>
<td>Sept. 4</td>
<td>Aug. 28</td>
</tr>
<tr>
<td>Last day for a 40 percent refund</td>
<td>Aug. 5</td>
<td>Sept. 14</td>
<td>Sept. 2</td>
</tr>
<tr>
<td>Last day to change credit to audit (undergraduate)</td>
<td>Aug. 6</td>
<td>Sept. 18</td>
<td>Sept. 4</td>
</tr>
<tr>
<td>Last day to drop with no record</td>
<td>Aug. 6</td>
<td>Sept. 21</td>
<td>Sept. 4</td>
</tr>
<tr>
<td>Last day to swap classes</td>
<td>Aug. 6</td>
<td>Sept. 21</td>
<td>Sept. 4</td>
</tr>
<tr>
<td>Last day for 20 percent refund</td>
<td>Aug. 6</td>
<td>Sept. 21</td>
<td>Sept. 4</td>
</tr>
<tr>
<td>Last day to withdraw with “W”</td>
<td>Aug. 7</td>
<td>Oct. 16</td>
<td>Sept. 21</td>
</tr>
<tr>
<td>Last day to withdraw with “W” or “WF” (undergraduate)</td>
<td>Aug. 12</td>
<td>Nov. 13</td>
<td>Oct. 5</td>
</tr>
<tr>
<td>Last day to withdraw with “W” or “WF” (graduate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day to change credit to audit (graduate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last day of class</td>
<td>Aug. 14</td>
<td>Dec. 11</td>
<td>Oct. 16</td>
</tr>
<tr>
<td>Final exams</td>
<td>Last class</td>
<td>Dec. 14-18</td>
<td>Oct. 16</td>
</tr>
</tbody>
</table>
Summer final exams are given on the last class period or by determination of the instructor.

Fall 2009
- Common final exams of multi-sectional Math 110 and Math 210 courses are scheduled for 8 a.m.-1 p.m. Saturday, Dec. 12.
- Final exams of first-year foreign language courses are scheduled for 1-7 p.m. Saturday, Dec. 12.
- Final exams for courses regularly meeting on Saturdays will be Saturday, Dec. 12.
- W or R exams conflicting with MW or TR exams will be Saturday, Dec. 12.
- Reserved for exams lasting three hours: 8:30-11:30 a.m. and 1-4 p.m. Saturday, Dec. 12.

### Fall 2009 Day Classes

<table>
<thead>
<tr>
<th>Class time</th>
<th>Regular meeting days</th>
<th>Final time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/8:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>8-10 a.m. Monday, Dec. 14</td>
</tr>
<tr>
<td>8/8:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>10:30 a.m.-12:30 p.m. Monday, Dec. 14</td>
</tr>
<tr>
<td>9/9:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>1-3 p.m. Monday, Dec. 14</td>
</tr>
<tr>
<td>9/9:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>3:30-5:30 p.m. Monday, Dec. 14</td>
</tr>
<tr>
<td>10/10:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>8-10 a.m. Tuesday, Dec. 15</td>
</tr>
<tr>
<td>10/10:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>10:30 a.m.-12:30 p.m. Tuesday, Dec. 15</td>
</tr>
<tr>
<td>11/11:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>1-3 p.m. Tuesday, Dec. 15</td>
</tr>
<tr>
<td>11/11:30 a.m.</td>
<td>TR TRWRF</td>
<td>3:30-5:30 p.m. Tuesday, Dec. 15</td>
</tr>
<tr>
<td>Noon/12:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>8-10 a.m. Wednesday, Dec. 16</td>
</tr>
<tr>
<td>Noon/12:30 p.m.</td>
<td>TR TRWRF</td>
<td>10:30 a.m.-12:30 p.m. Wednesday, Dec. 16</td>
</tr>
<tr>
<td>1/1:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>1-3 p.m. Wednesday, Dec. 16</td>
</tr>
<tr>
<td>1/1:30 p.m.</td>
<td>TR TRWRF</td>
<td>3:30-5:30 p.m. Wednesday, Dec. 16</td>
</tr>
<tr>
<td>2/2:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>8-10 a.m. Thursday, Dec. 17</td>
</tr>
<tr>
<td>2/2:30 p.m.</td>
<td>TR TRWRF</td>
<td>10:30 a.m.-12:30 p.m. Thursday, Dec. 17</td>
</tr>
<tr>
<td>3/3:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>1-3 p.m. Thursday, Dec. 17</td>
</tr>
<tr>
<td>3/3:30 p.m.</td>
<td>TR TRWRF</td>
<td>3:30-5:30 p.m. Thursday, Dec. 17</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>MW MWF MWRF</td>
<td>8-10 a.m. Friday, Dec. 18</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>TR TRWRF</td>
<td>10:30 a.m.-12:30 p.m. Friday, Dec. 18</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>1-3 p.m. Friday, Dec. 18</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>TR TRWRF</td>
<td>3:30-5:30 p.m. Friday, Dec. 18</td>
</tr>
</tbody>
</table>

### Fall 2009 Evening Classes

<table>
<thead>
<tr>
<th>Class time</th>
<th>Regular meeting days</th>
<th>Final time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30-7 p.m.</td>
<td>M</td>
<td>5:45-7:45 p.m. Monday, Dec. 14</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>T</td>
<td>5:45-7:45 p.m. Tuesday, Dec. 15</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>W</td>
<td>5:45-7:45 p.m. Wednesday, Dec. 16</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>R</td>
<td>5:45-7:45 p.m. Thursday, Dec. 17</td>
</tr>
<tr>
<td>5:30/6 p.m.</td>
<td>MW</td>
<td>5:45-7:45 p.m. Monday, Dec. 14</td>
</tr>
<tr>
<td>5:30/6 p.m.</td>
<td>TR</td>
<td>5:45-7:45 p.m. Tuesday, Dec. 15</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>M</td>
<td>8-10 p.m. Monday, Dec. 14</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>T</td>
<td>8-10 p.m. Tuesday, Dec. 15</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>W</td>
<td>8-10 p.m. Wednesday, Dec. 16</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>R</td>
<td>8-10 p.m. Thursday, Dec. 17</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>MW</td>
<td>8-10 p.m. Wednesday, Dec. 16</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>TR</td>
<td>8-10 p.m. Thursday, Dec. 17</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>MW</td>
<td>8-10 p.m. Monday, Dec. 14</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>TR</td>
<td>TR 8-10 p.m. Tuesday, Dec. 15</td>
</tr>
</tbody>
</table>
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:
Summer: June 1-5
Fall: Aug. 17-21
Hours of operation for Admissions, Cashiers, Financial Aid and Registration
8 a.m. – 6 p.m. Monday – Thursday, June 1-4 and Aug. 17-20
8 a.m. – 5 p.m. Friday June 5 and Aug. 21
• 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.

Outlook E-mail
www.umkc.edu/exchange
Outlook e-mail gives you instant access to campus e-mail, along with a personal calendar and address book. The Outlook e-mail system is the official form of communication with students.

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 8.

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 (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:
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

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
• 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.
• 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.

Advisers by department
www.umkc.edu/sched/cas_advising.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
816-235-2215
Bloch School, room 115
5110 Cherry St.

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

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

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
816-235-1900
2411 Holmes St.

School of Medicine, Years 1-2
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
816-235-1900
2411 Holmes St.

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

School of Pharmacy
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.

Continuing Education
The University’s schools and colleges extend the University’s knowledge resources beyond the traditional degree programs through continuing education courses and conferences. For details about continuing education classes for credit and noncredit, call or visit www.umkc.edu/registrar/ce.asp.

College of Arts and Sciences
816-235-2736
School of Business and Public Administration
816-235-2215
School of Education
816-235-1188

Conservatory of Music and Dance
816-235-2022
School of Law
816-235-1648
School of Pharmacy
816-235-1616

Special Courses
Black Studies
cas.umkc.edu/blackstudies
Director: Mat Forstater
816-235-5862

Family Studies
Director: Deborah B. Smith
816-235-2529

Women’s and Gender Studies
cas.umkc.edu/wgs
Director: Miriam Forman-Brunell
816-235-5955

Gerontology
cas.umkc.edu/cas
Coordinator: Linda Breytspraak
816-235-1744
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.

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.

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 & Records Hours

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

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

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

1. Log-on 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 log on 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 5-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 prerequisites 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 https://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.
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 Center. 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 https://www.umkc.edu/stu-aff/exit/login.cfm. If you received financial aid for the Summer/Fall 2009 semester you may be required to pay back all or a portion of the aid you received.

### Summer 2009 Drop Rate Schedule

<table>
<thead>
<tr>
<th>Last day for a…</th>
<th>Intersession</th>
<th>1st 5-week</th>
<th>8-week</th>
<th>1st 4-week</th>
<th>2nd 5-week</th>
<th>2nd 4-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 percent refund</td>
<td>May 11</td>
<td>May 27</td>
<td>June 10</td>
<td>June 9</td>
<td>June 30</td>
<td>July 9</td>
</tr>
<tr>
<td>60 percent refund</td>
<td>May 12</td>
<td>May 28</td>
<td>June 12</td>
<td>June 10</td>
<td>July 1</td>
<td>July 10</td>
</tr>
<tr>
<td>40 percent refund</td>
<td>May 13</td>
<td>June 1</td>
<td>June 17</td>
<td>June 11</td>
<td>July 6</td>
<td>July 13</td>
</tr>
<tr>
<td>20 percent refund</td>
<td>May 14</td>
<td>June 2</td>
<td>June 19</td>
<td>June 12</td>
<td>July 7</td>
<td>July 14</td>
</tr>
</tbody>
</table>

### Fall 2009 Drop Rate Schedule

<table>
<thead>
<tr>
<th>Last day for a…</th>
<th>Intersession</th>
<th>16-week</th>
<th>1st 8-week</th>
<th>2nd 8-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 percent refund</td>
<td>Aug. 3</td>
<td>Aug. 28</td>
<td>Aug. 26</td>
<td>Oct. 21</td>
</tr>
<tr>
<td>60 percent refund</td>
<td>Aug. 4</td>
<td>Sept. 4</td>
<td>Aug. 28</td>
<td>Oct. 23</td>
</tr>
<tr>
<td>40 percent refund</td>
<td>Aug. 5</td>
<td>Sept. 14</td>
<td>Sept. 2</td>
<td>Oct. 28</td>
</tr>
<tr>
<td>20 percent refund</td>
<td>Aug. 6</td>
<td>Sept. 18</td>
<td>Sept. 4</td>
<td>Oct. 30</td>
</tr>
</tbody>
</table>

**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.

Are there exceptions to the refund policy?

The Registration & 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 & 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.go.umkc.edu/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 or Discover)
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).

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 billed balance 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.

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 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.
The Fee Estimator feature of the Cashier’s Web site may be used to estimate education fees for specific academic programs in a given semester.

Fee Payment Schedule Summer 2009

<table>
<thead>
<tr>
<th>Registration Date</th>
<th>Bill Date</th>
<th>Date Due Amount</th>
<th>Bill Date</th>
<th>Date Due Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 7 – May 24</td>
<td>May 25</td>
<td>June 20, 50%</td>
<td>June 25</td>
<td>July 20, 50%</td>
</tr>
<tr>
<td>May 25 – June 25</td>
<td></td>
<td>June 25</td>
<td></td>
<td>July 20, 100%</td>
</tr>
<tr>
<td>After June 25</td>
<td></td>
<td>July 25</td>
<td></td>
<td>Aug. 20, 100%</td>
</tr>
</tbody>
</table>

Students registering for classes after May 25 for the summer term will not receive any billing statement until June 25. In order to hold classes, a minimum payment is due by the first semester due date, June 20. Students can access their bills on a daily basis by checking online on Pathway.

Fee Payment Schedule Fall 2009

<table>
<thead>
<tr>
<th>Registration Date</th>
<th>Bill Date</th>
<th>Date Due Amount</th>
<th>Bill Date</th>
<th>Date Due Amount</th>
<th>Bill Date</th>
<th>Date Due Amount</th>
<th>Bill Date</th>
<th>Date Due Amount</th>
<th>Bill Date</th>
<th>Date Due Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 25 and after*</td>
<td></td>
<td>33% due at registration</td>
<td></td>
<td>Sept. 25</td>
<td></td>
<td>Oct. 20, 33%</td>
<td>Oct. 25</td>
<td>Nov. 20, 33%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students registering for classes after July 25 for the fall term will not receive any billing statement until Aug. 25. In order to hold classes, a minimum payment is due prior to Aug. 20. Students can access their bills on a daily basis by checking their fee statements on Pathway.

*Aug. 28 is the last date to register for the fall 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 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.

Financial 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 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 of $35.

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 cashier’s Web site. The official refund policy can be found online at www.ukmc.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 finance charges and late fees. You may pay the total due or any amount greater than the required minimum. Any payment amount less than the total due results in a 1 percent monthly finance charge on the unpaid billed balance. 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 Statement of Financial Responsibility current term balance in the Billed Balance Calculation 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. The remaining balance is subject to the 1 percent monthly finance charge and late fee. When the aid is received, it will be applied to the student account but there will be no action in the amount due since the aid was already taken into consideration and deducted from the current term balance. Current term aid should not be used to pay past term balances. Aid is intended to be used for the semester for which it was applied.

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 for 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.

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.
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 Hanley
4825 Troost, 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, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, 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 each directory 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 (TT).

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. Eye protection is required in laboratories and public safety areas. For those off-campus buildings that do not have appropriate eye protection, students who have an appropriate order or medical documentation of eye protection needs should contact 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

1. UMKC School of Medicine
   2411 Holmes St.

2. UMKC School of Dentistry
   650 E. 25 St.

3. UMKC Health Sciences Building
   2464 Charlotte St.

4. UMKC Hospital Hill Annex
   901 E. 24 Terr.

5. Truman Medical Center
   2301 Holmes St.

6. Children’s Mercy Hospital
   2401 Gilham Road

7. Hospital Hill Medical Pavilion
   2301 Charlotte St.

8. Western Missouri Mental Health
   1000 E. 24 St.

9. Children’s Mercy Hospital Modular Buildings

10. Eye Foundation of Kansas City
    2300 Holmes St.

11. Hospital Hill Center
    2310 Holmes St.

12. Diagnostic and Treatment Center
    660 E. 24th St.

13. Old Health Sciences
    2220 Holmes St.

14. Gambro Dialysis Center
    2250 Holmes St.

15. TMC Behavioral Health Network
    2211 Charlotte St.

16. TMC Plant Operations
    2055 Holmes St.

17. TMC WIC Program Building
    520 E. 22 St.

18. Kansas City Health Department Building
    2400 Troost Ave.

19. Diastole Compound
    2501 Holmes St.
Volker campus

1. University Center/Bookstore
   5000 Rockhill Rd.
2. Administrative Center
   5115 Oak St.
3. Swinney Recreation Center
   5030 Holmes St.
4. Oak Street Residence Hall
   5001 Rockhill Rd.
5. Cherry Street Residence Hall
   5000 Rockhill Rd.
6. Oak Place Apartments
   5050 Oak St.
7. Scofield Hall
   500 E. 52 St.
8. Manheim Hall
   711 E. 51 St.
9. Haag Hall
   5120 Rockhill Rd.
10. Cocke Hall
    5121 Rockhill Rd.
11. Newcomb Hall
    5110 Rockhill Rd.
12. Flarsheim Building
    5110 Rockhill Rd.
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. Epperson House
    5100 Cherry St.
18. Katz Hall
    5005 Rockhill Rd.
19. Fine Arts Building
    5015 Rockhill Rd.
20. Biological Sciences
    5007 Rockhill Rd.
21. Spencer Chemistry Building
    5009 Rockhill Rd.
22. School of Education
    5115 Oak 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 Rd.
27. Writing Center
    5201 Rockhill Rd.
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 Rd.
32. Department of Theatre/Honor College
    5317-19 Holmes St.
33. University News/Communiversity
    5327 Holmes St.
34. Center for International Academic Programs
    5325 Rockhill Rd.
35. Institute for Professional Preparation
    5310 Harrison St.
36. Department of Criminal Justice & Criminology
    5215 Rockhill Rd.
37. African American History and Culture House
    5245 Rockhill Rd.
38. International Student Affairs
    5239 Rockhill Rd.
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 Rd.
43. Research Services
    5311 Rockhill Rd.
44. CB Annex
    5014 Rockhill Rd.
45. KCU, 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 Rd.
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 Rd.
59. Institute for Entrepreneurship and Innovation
    4747 Troost Ave.
60. Chancellor’s Residence
    5106 Cherry St.
61. Toy and Miniature Museum
    Corner of E. 51 St. and Holmes St.
62. University Play House
    Corner of E. 51 St. and Holmes St.

Virtual Tour
www.umkc.edu/virtualtour

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: 1-800-735-2977 (TT)