for the latest updates
and class schedules, visit
www.umkc.edu/registrar

Winter 2006
Registration and Enrollment Guide
UMKC
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) 235-1323 for information.

Relay Missouri: 1-800-735-2966 (TT) or 1-800-735-2466 (voice).

Recycle: Remove the cover and staples, and this schedule is recyclable.
Winter 2006 Registration Dates

Nov. 7-11  Touch-tone and STAR priority registration for continuing students by appointment
Nov. 14-25 Walk-in priority registration for continuing students by appointment
Nov. 28-Jan. 6 Open registration. Continuing and newly admitted students may register in person, via STAR, or by touch-tone.
Dec. 12-16 Registration Center closed for winter semester grade processing
Dec. 19  Fall grades will become available via touch-tone at 816.444.8008 or by visiting http://www.umkc.edu/registrar/grades.asp.

Winter 2006 Academic Calendar

January
6  Last day to register for winter semester without a $35 late fee
9  Coursework begins. First official day of winter semester; last day for a 100 percent educational fees adjustment; late registration begins. $35 late registration fee will be assessed for late registrations
13  Registration ends. Last day for adds, section changes and changes from audit to credit
16  UMKC closed for Martin Luther King Day observance
19  Last day for a 90 percent educational fees adjustment

February
3  Graduation application filing deadline. Students planning to graduate at the end of winter 2006 should contact the Records Office for information.
6  Last day to change credit to audit
6  Last day for 50 percent educational fees adjustment

March
1  Written English Proficiency Test (WEPT) – Must be completed following English 225
3  Last day to withdraw without assessment. After this date, withdrawals may be academically assessed, which may result in a withdrawal failing if students are failing at the time of withdrawal.
4-12  Spring Break
13  Last day for 25 percent educational fees adjustment
31  Last day to submit theses/dissertations to the School of Graduate Studies (343A Admin. Center) for review/certification
31  Last day to withdraw (undergraduate)

April
19  Written English Proficiency Test (WEPT) – Must be completed following English 225
27-28  College of Arts and Sciences Reading Days
28  Last day of classes
28  Last day to change credit to audit (graduate)

May
1-5  Final Exams Week
15  Winter grades will become available via touch-tone at 816.444.8008 or by visiting http://www.umkc.edu/registrar/grades.asp.

Winter Commencement Information www.umkc.edu/commencement/

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 30 days after the end of the semester. The remaining diplomas will be mailed beginning 45 days after the semester ends.
# Winter 2006 Final Exam Calendar

## Day Classes

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Regular Meeting Days</th>
<th>Finals</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/8:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>Monday, May 1</td>
<td>8-10 a.m.</td>
</tr>
<tr>
<td>8/8:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>Monday, May 1</td>
<td>10:30 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>9/9:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>Monday, May 1</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>9/9:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>Monday, May 1</td>
<td>3:30-5:30 p.m.</td>
</tr>
<tr>
<td>10/10:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>Tuesday, May 2</td>
<td>8-10 a.m.</td>
</tr>
<tr>
<td>10/10:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>Tuesday, May 2</td>
<td>10:30 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>11/11:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>Tuesday, May 2</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>11/11:30 a.m.</td>
<td>TR TWRF</td>
<td>Tuesday, May 2</td>
<td>3:30-5:30 p.m.</td>
</tr>
<tr>
<td>Noon/12:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>Wednesday, May 3</td>
<td>8-10 a.m.</td>
</tr>
<tr>
<td>Noon/12:30 p.m.</td>
<td>TR TWRF</td>
<td>Wednesday, May 3</td>
<td>10:30 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>1/1:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>Wednesday, May 3</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>1/1:30 p.m.</td>
<td>TR TWRF</td>
<td>Wednesday, May 3</td>
<td>3:30-5:30 p.m.</td>
</tr>
<tr>
<td>2/2:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>Thursday, May 4</td>
<td>8-10 a.m.</td>
</tr>
<tr>
<td>2/2:30 p.m.</td>
<td>TR TWRF</td>
<td>Thursday, May 4</td>
<td>10:30 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>3/3:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>Thursday, May 4</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>3/3:30 p.m.</td>
<td>TR TWRF</td>
<td>Thursday, May 4</td>
<td>3:30-5:30 p.m.</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>MW MWF MWRF</td>
<td>Friday, May 5</td>
<td>8-10 a.m.</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>TR TWRF</td>
<td>Friday, May 5</td>
<td>10:30 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>Friday, May 5</td>
<td>1-3 p.m.</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>TR TWRF</td>
<td>Friday, May 5</td>
<td>3:30-5:30 p.m.</td>
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## Evening Classes

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Regular Meeting Days</th>
<th>Finals</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>4:30-7 p.m.</td>
<td>M</td>
<td>Monday, May 1</td>
<td>5:45-7:45 p.m.</td>
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<tr>
<td>4:30-7 p.m.</td>
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<td>Tuesday, May 2</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>W</td>
<td>Wednesday, May 3</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>R</td>
<td>Thursday, May 4</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>5:30/6 p.m.</td>
<td>MW</td>
<td>Monday, May 1</td>
<td>5:45-7:45 p.m.</td>
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<tr>
<td>5:30/6 p.m.</td>
<td>TR</td>
<td>Thursday, May 4</td>
<td>5:45-7:45 p.m.</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>MW</td>
<td>Wednesday, May 3</td>
<td>8-10 p.m.</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>TR</td>
<td>Thursday, May 4</td>
<td>8-10 p.m.</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>MW</td>
<td>Monday, May 1</td>
<td>8-10 p.m.</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>TR</td>
<td>Thursday, May 4</td>
<td>8-10 p.m.</td>
</tr>
</tbody>
</table>

- Final exams for multi-sectional Math 110 first-year courses are scheduled for Saturday, April 29.
- Final exams for first-year foreign language courses are scheduled for Saturday, May 6.
- Final exams for courses regularly meeting on Saturdays will be on Saturday, April 29.
- W or R exams conflicting with MW or TR exams will be on Saturday, April 29.
- Reserved for exams lasting three hours: Saturday, April 29, 8:30-11:30 a.m. and 1-4 p.m.
- Final exams for Chemistry 211L (lab courses) are scheduled for Saturday, April 22.
Registration Made Easy

1. Apply
If you are not currently enrolled and have not attended UMKC before, fill out a UMKC application for admission online at www.umkc.edu/admissions. Paper applications are available through the Admissions Office.

2. Apply for Financial Aid
Additional information can be found on page 5.

3. Prepare
Adviser lists and advising instructions are located on page 5 and pages 21-23.

Get an enrollment form, meet with your adviser if necessary and secure your approval stamp or touch-tone release.

4. Enroll
To determine your courses, including their course and reference numbers, go to www.umkc.edu/sched.

You may register for courses through the convenient touch-tone registration system, STAR or in person at the Registration Center, 5115 Oak St. See page 9.

5. Pay
Pay fees by paying the bill you receive in the mail, by sending in payment or by using your credit card through PayRoos. See pages 10-14.

What’s Next?
After registering, you’ll have access to a variety of student services at UMKC that will make your life on campus much easier. See page 16.

Important Phone Numbers:
Admissions . . . . . . 816-235-1111
Registration . . . . . 816-235-1125
Student loans . . . . 816-235-1346
Cashier . . . . . . . 816-235-1365
Financial Aid . . . . 816-235-1154
Police . . . . . . 816-235-1515
Parking operations . . 816-235-5256

Registration Made Easy/Admissions

Admissions

Priority Undergraduate Admissions
816-235-1111
admit@umkc.edu
Priority deadlines for undergraduate programs are:

- **Fall Semester:** April 1
- **Winter Semester:** Nov. 1
- **Summer Session:** May 1

Students whose admission applications are filed by the deadlines (along with all required transcripts and test score reports) will be considered for admission for the coming term on a priority basis. Please note that some undergraduate and many graduate programs have selective admission criteria and special deadlines.

Students whose applications are filed after the priority deadline and those whose admission files are not complete by the deadline may still be considered for admission (except to selective programs). However, evaluation of previous credits may not be provided. Processing of applications for the **Winter Semester** will continue through Dec. 23. Applicants who have not received notification of a decision by then should call or visit the Admissions Office the week of Jan. 3-6 to discuss the status of their application. There is a $35 non-refundable application fee.

**Walk-in Review Days: Jan. 3-6**
During this week, new freshmen, transfer students, readmitted students and graduate students can come to the Admissions Office to apply for admission or to ask about the status of a previously submitted application. Students should have transcripts and required test scores with them or have had these items sent to Admissions well in advance.

Eligible applicants will be admitted, referred to the appropriate office for advising (if required) and may then register for classes.

For selective undergraduate programs (conservatory, business, dental hygiene and nursing) and all graduate programs (except education), the Admissions Office will require written permission from the department to admit students. The counseling psychology, counseling and guidance, dental, environmental design, medical and pharmacy programs admit students for the Fall Semester only.

Nondegree-Seeking Students
If you wish to be a part-time, nondegree-seeking student, you may be able to apply for admission as a community student without having to present credentials. The Admissions Office can provide information and application forms.

Another option is enrolling through one of the University’s schools or College of Arts and Sciences continuing education departments. See page 7.

**Readmission to Undergraduate or Graduate Study**
If you have attended UMKC before but did not attend during the Fall 2005 semester, you’ll need to submit a new application. You should complete and return it as soon as possible, preferably by Nov. 1, to ensure that your advising and registration materials will be available for regular registration. Late applicants should refer to the Walk-in Review information.

**Admissions, Cashiers, Financial Aid and Registration Office Hours for Jan. 3-6**
Tuesday-Thursday, 8 a.m.-6 p.m.
Friday, 8 a.m.-5 p.m.

**If You Have Questions**
Questions about admissions deadlines and procedures should be directed to the UMKC Admissions Office, 120 Administration Center, Kansas City, MO 64110-2499. The phone number is 816-235-1111.

**International Admissions**
816-235-1113
www.umkc.edu/isao
This school is authorized under Federal Law to enroll nonimmigrant students. Please contact the International Student Affairs Office at 5235 Rockhill Road for information and an application regarding international admissions.

**Welcome Center**
816-235-UMKC
welcome@umkc.edu
The Welcome Center serves as a central location to greet campus visitors and provide campus tours to prospective students and their families. The center provides assistance in locating off-campus housing through “SHARP,” the Student Housing Assistance and Referral Program. For assistance or to schedule a campus tour, call the center.
Financial Aid and Scholarships

The Office of Financial Aid and Scholarships administers many sources of financial assistance for students who need help financing educational costs. Sources of assistance based on financial need are available, as well as some loans for students and their parents that are not based on financial need.

In addition to grants, loans and work study, we also have scholarships available. The majority of these scholarships are based on academic merit and a few also require that financial need be established. New students awarded scholarships through the Financial Aid and Scholarships Office are generally notified prior to the start of school. Also there are many scholarships awarded by various academic units. Information concerning these scholarships can be obtained from the specific unit’s office.

For details about these programs and how to apply, stop by our office at 101 Administrative Center, 5115 Oak St., or call 816-235-1154. Students also can find helpful information through our Web site: www.umkc.edu/finaid, or write to our e-mail address, finaid@umkc.edu.

Free Application for Federal Student Financial Aid


Advising Chart

<table>
<thead>
<tr>
<th>Arts and Sciences</th>
<th>Post-Bachelor</th>
<th>No</th>
<th>Arts and Sciences Advising</th>
<th>816-235-1148</th>
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<tr>
<td>Deciding</td>
<td>Yes</td>
<td></td>
<td>Arts and Sciences Advising</td>
<td>816-235-1148</td>
</tr>
<tr>
<td>Freshmen</td>
<td>Yes</td>
<td></td>
<td>Dept. Adviser/Admissions</td>
<td>see note</td>
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<tr>
<td>Soph./Jr./Sr.</td>
<td>No</td>
<td></td>
<td>Dept. Adviser/A&amp;S Advising</td>
<td>816-235-1148</td>
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<tr>
<td>Transfer</td>
<td>No</td>
<td>9</td>
<td>Scofield Hall</td>
<td>816-235-1148</td>
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<tr>
<td>Studio Art Majors</td>
<td>Yes</td>
<td></td>
<td>Departmental Adviser</td>
<td>816-235-1501</td>
</tr>
<tr>
<td>Physics Majors</td>
<td>Yes</td>
<td></td>
<td>Departmental Adviser</td>
<td>816-235-1604</td>
</tr>
<tr>
<td>Theatre Majors</td>
<td>Yes</td>
<td></td>
<td>Departmental Adviser</td>
<td>816-235-2702</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Yes</td>
<td></td>
<td>Departmental Adviser</td>
<td>816-235-2299</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>Yes</td>
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<td>Departmental Adviser</td>
<td>see note</td>
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<table>
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<tr>
<th>Biological Sciences</th>
<th>Undergraduate</th>
<th>Yes</th>
<th>B013 Biological Science Bldg.</th>
<th>816-235-2580</th>
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<tbody>
<tr>
<td>Graduate</td>
<td>Yes</td>
<td>114 Biological Science Bldg.</td>
<td>816-235-2352</td>
<td></td>
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<tr>
<td>Bloch School</td>
<td>Freshmen &amp; Juniors</td>
<td>Yes</td>
<td>115 Bloch School</td>
<td>816-235-2215</td>
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<tr>
<td>New Students</td>
<td>Yes</td>
<td>115 Bloch School</td>
<td>816-235-2215</td>
<td></td>
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<tr>
<td>Sophomore &amp; Seniors</td>
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<td>816-235-2215</td>
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<td>M.B.A./M.P.A.</td>
<td>Yes</td>
<td>115 Bloch School</td>
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<td>Visiting</td>
<td>Yes</td>
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<td>816-235-2215</td>
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<tr>
<td>Accounting</td>
<td>Yes</td>
<td>115 Bloch School</td>
<td>816-235-2215</td>
<td></td>
</tr>
<tr>
<td>Conservatory of Music</td>
<td>All</td>
<td>Yes</td>
<td>Grant Hall, Room 138</td>
<td>816-235-2900</td>
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<tr>
<td>Education</td>
<td>Teacher Ed</td>
<td>Yes</td>
<td>129 Education Bldg.</td>
<td>816-235-2234</td>
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<tr>
<td>Pre-Education</td>
<td>Yes</td>
<td>129 Education Bldg.</td>
<td>816-235-2234</td>
<td></td>
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<tr>
<td>Nursing</td>
<td>All</td>
<td>Yes</td>
<td>2220 Holmes</td>
<td>816-235-1700</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>All</td>
<td>Yes</td>
<td>113 Katz Pharmacy Bldg.</td>
<td>816-235-1613</td>
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<tr>
<td>SCE Computer Science</td>
<td>Undergrad/Grad</td>
<td>Yes</td>
<td>546 Flarsheim Hall</td>
<td>816-235-1193</td>
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<tr>
<td>Electrical Engineering Dept.</td>
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<tr>
<td>Civil &amp; Mechanical</td>
<td>Undergrad/Grad</td>
<td>Yes</td>
<td>352 Flarsheim Hall</td>
<td>816-235-5550</td>
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<tr>
<td>Engineering Department</td>
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<td></td>
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<tr>
<td>Office of the Dean</td>
<td>Visiting Students</td>
<td>Yes</td>
<td>534 Flarsheim Hall</td>
<td>816-235-2399</td>
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Key to Notes
1. Advising required every semester.
2. Required prior to Winter 2006 registration.
3. Required for initial registration and additions only (not withdrawals).
4. Unless seeking overloads or on probation or contract, or still deciding on a major.
5. Only if majoring in chemistry, English, geosciences, sociology or theatre.
6. New students only.
7. Freshman with declared majors should see departmental advisers; all undeclared students should go to 9 Scofield Hall. Pre-business freshman and sophomores go to the Bloch School (816-235-2215); pre-education students to education (816-235-2234); pre-engineering students to engineering (816-235-1259); pre-health/medicine students should call 816-235-5874 and pre-law students should call 816-235-6094.
8. All newly admitted students, all freshmen provisonals and pre-pharmacy students, students on contract or probation.
9. New transfer students should go to 9 Scofield Hall for a transfer evaluation and initial advising prior to registration. This is required before new transfer students can register.
Adviser Release for Touch-tone/STAR Registration
If advising is required for you, your adviser must release your name in the computer before you can register by phone. Depending on your major, you may also need to contact your adviser to add or drop courses by phone.

A&S Students on Probation
If you are on academic probation or on a contract, you must be advised in Room 9, Scofield Hall, before you can register. Following your advisement, you will be released for registration. This advising cannot be completed by telephone. Call 816-235-1148 for more information.

Consent Course Approvals
Many courses require special consent for enrollment. See the department or instructor for a consent number for touch-tone, STAR or in-person enrollment.

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. 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, please contact an academic adviser in the appropriate academic unit.

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. Registration can direct you to the proper office that has placed the hold. You can contact Registration at 816-235-1125 if you have questions about holds on your account. Administrative holds also are applied for some non-financial reasons (such as academic ineligibility, disciplinary actions, missing admissions documents, etc.).

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.

PACE (Working Adults and Nontraditional Degree Programs)

The Program for Adult College Education (PACE) provides an alternative for students who have difficulty pursuing a bachelor’s degree due to employment responsibilities, family or other obligations. PACE provides a nontraditional method for earning a bachelor’s degree through courses offered in a special weeknight, weekend and independent study format. PACE courses are normally presented in 12-hour blocks, arranged by theme or issue. There are also numerous Internet and Web-assisted courses.

Each 12-hour block includes a weeknight class that meets once a week all semester, a weekend course that meets four weekends during a semester (once a month), and a modified independent study that is arranged by the instructors of the block. A number of courses may be offered using distance education technology either Web assisted or broadcast over cable television via UM Instructional Video Network.

The bachelor of liberal arts (B.L.A.) with no major is the most popular degree offered through PACE. This degree program allows enhanced flexibility in selection of academic areas of study for those whose aspirations are not served by a traditional major. The B.L.A. with a concentration area or minor is designed to allow all the advantages of a liberal arts education while providing an indication of a student’s special area of interest. Typically, 18 credit hours are required in related interdisciplinary fields to qualify for a concentration. Currently, 22 areas of concentration are available within the College of Arts & Sciences. Concentrations are informal academic designations and are not reflected on official transcripts. Minors earned in conjunction with the B.L.A. are reflected on official transcripts. However, typically it is necessary for students pursuing a minor to take a required course outside of the PACE curriculum. Students should refer to the associated departmental requirements in the UMKC undergraduate catalog and consult a PACE advisor.

Students can meet B.A./B.S. general degree requirements through the PACE program and, in conjunction with designated disciplines, pursue a major or minor. Degrees associated with an academic unit’s evening division are recommended for this process. PACE also participates in certificate programs such as those offered in family studies and gerontology and in the degree completion program for students who have satisfactorily completed the Kansas City, Missouri Regional Police Academy training. The PACE program provides to students the ability to achieve a rigorous academic preparation for graduate and professional degree programs. The B.L.A. is recognized as an appropriate degree for a number of graduate/professional programs at UMKC and elsewhere. Many PACE students continue their studies in graduate degree programs. PACE Students may call 816-235-1588 or stop by Room 104 Scofield Hall for additional information or advising.
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:

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 .................................................................... 816-235-2741
School of Dentistry .......................................................................... 816-235-2022
School of Law .................................................................................... 816-235-1648
School of Pharmacy .......................................................................... 816-235-1616

School of Graduate Studies
www.umkc.edu/sgs

Graduate students are expected to become familiar with the general graduate academic regulations in the UMKC Graduate Catalog. When specific degree requirements are more stringent than the general regulations, the degree-specific regulations take precedence. When all course requirements have been met, graduate students must be continuously enrolled each fall and winter semester. The continuous enrollment requirement may be met by enrolling in Grad. 899 continuous graduate enrollment and paying the equivalent of one graduate credit hour fee for no academic credit. Information on how to enroll in Grad. 899 is available at the Registration Office.

Graduate students who plan to graduate during this term must take the following steps:

1. Check the term deadlines for completing the various degree requirements that are printed in the calendar in this booklet (page 1).

2. File an application to graduate with the Records Office by the term deadline printed in the calendar section of this booklet (page 1).

3. If a thesis or dissertation requirement is included in the student’s program, the degree candidate must:

   a) Submit the final draft of the thesis or dissertation to all members of his or her supervisory committee at least eight weeks prior to the end of the term.

   b) Submit the thesis or dissertation, with preliminary approval from the degree candidate's supervisory committee, to the School of Graduate Studies for certification of acceptance by the term deadline printed in the calendar section of this booklet. The School of Graduate Studies holds workshops on formatting theses and dissertations near the beginning of each term. For information on workshop times, dates and locations or for more information about the approval process, contact the School of Graduate Studies Office at 816-235-1161.

Repeated Graduate Credit Courses

If approved by their degree program’s principal graduate adviser, graduate students may repeat a course once to improve grade point average or satisfy degree requirements. Graduate students should submit a course repeat form to the Registration Office no later than the fourth week of the term. Students seeking graduate degrees are limited to repeating no more than 20 percent of the course hours applicable toward their degrees.
Assessment

Undergraduate Assessment Exams

The University of Missouri Board of Curators requires assessment testing of all undergraduate students. Failure to take the required exam(s) may result in a hold being placed on your student file. For more information, visit www.umkc.edu/provost/assessment.

ACADEMIC PROFILE

Undergraduate students who have completed more than 70 credit hours are eligible to sit for the Academic Profile. Students must take the Academic Profile when they earn 90+ hours or their registration may be delayed.

All Tests in Royal Hall, room 111

- Wednesday, Jan. 25: 5 p.m.
- Thursday, Feb. 9: 3 p.m.
- Wednesday, Feb. 22: 4 p.m.
- Saturday, Feb. 25: 10 a.m.
- Tuesday, March 14: 3 p.m.
- Saturday, March 25: noon
- Wednesday, March 29: 7 p.m.
- Tuesday, April 11: 3 p.m.
- Wednesday, April 12: 5 p.m.
- Friday, April 21: 3 p.m.
- Wednesday, April 26: 5 p.m.

Students who apply to graduate in the Summer term must complete the Academic Profile if they have not already done so.

Winter online registration is Jan. 9 - April 28.


MAJOR FIELD EXAMS

Specific academic programs require students to sit for a Major Field exam as a requirement for graduation. Students in these programs are eligible once they have earned at least 105 hours, or they must register after they have applied to graduate.

All Tests in Royal Hall, room 111

- Friday, Jan. 27: 3 p.m.
- Tuesday, Feb. 14: 3 p.m.
- Saturday, Feb. 25: noon
- Thursday, March 23: 3 p.m.
- Friday, March 24: 3 p.m.
- Saturday, March 25: 9 a.m.
- Wednesday, March 29: 4 p.m.
- Wednesday, April 5: 6 p.m.
- Saturday, April 15: noon
- Tuesday, April 24: 3 p.m.
- Friday, April 29: 3 p.m.
Registering for Classes

3 Ways to Register

**Touch-tone**
816-444-8008

Touch-tone and Web registration are a quick and simple way to register for classes and pay fees. You can register, drop and add courses and access your grades without coming to campus. You do need to be a fully admitted or a continuing UMKC student and be eligible to register for classes to use the system. During priority enrollment, continuing students cannot register before their registration appointment times as indicated on their registration forms.

**PIN**
(Personal Identification Number)
During your initial call to the touch-tone or STAR system, your initial PIN number is your month and date of birth (MMDD). You will then be asked to assign yourself a four-digit PIN. If you forget your PIN, please come to the Registration Center with a picture ID to acquire a new PIN.

**Touch-tone Hours**
7:30 a.m.-8:15 p.m. Monday-Friday
7:30 a.m.-5 p.m. Saturday
1-9 p.m. Sunday

**STAR (Web) Registration**
www.umkc.edu/registrar/star

Touch-tone and Web registration are a quick and simple way to register for classes. You can register, drop and add courses and access your grades without coming to campus. You do need to be a fully admitted or a continuing UMKC student and be eligible to register for classes to use the system. During priority enrollment, continuing students cannot register before their registration appointment times as indicated on their registration forms.

**Accessing STAR**
- Go to www.umkc.edu/registrar/star
- Choose “new user” the first time you access STAR
- Click on the Host-On-Demand hyperlink and download the necessary emulation software
- When the CL/Superession menu appears, choose UMKC-STAR

**Student Data Access**
- Follow the menus
- Be ready to enter your student ID and PIN

**When is STAR available?**
7:30 a.m.-8 p.m. Monday-Friday
7:30 a.m.-5 p.m. Saturday
1 p.m.-9 p.m. Sunday

**Walk-in**
115 Administrative Center
Come to the Registration Center, located at 115 Administrative Center, 5115 Oak St., for fast, friendly, in-person service.

Phone: 816-235-1125,
E-mail: registrar@umkc.edu

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

Note: The Registration Center is closed for walk-in registration during grade processing. Check the academic calendar on page 2 for specific dates.

**Online Class Schedule:**
www.umkc.edu/sched

Plan your class schedule:
www.umkc.edu/registrar/scheduler

**Registration Questions**
Contact the Registration Center at registrar@umkc.edu or 816-235-1125.
Touch-tone Registration: 816-444-8008
Registering for Classes

What Touch-tone Offers

816-444-8008

Push:

2  Course Inquiry  Find out where a course meets or if it’s closed.

3  Registration
   Hear action codes:
   2............register and/or add courses
   3............drop courses (See page 2 for deadlines.)
   5............hear your schedule
   6............change sections of a course
   9............confirm your registration and pay fees

4  Grade Inquiry.  Hear your grades the week after finals end
   For previous semester, press 4 and then the semester code and the year: FS=Fall,
   SS=Summer, WS=Winter (for example, FS2004=372004)

5  Schedule Inquiry  Hear your semester class schedule and priority
   registration appointment time

6  Account Information
   Account information options:
   2............hear your enrollment status
   3............account information and refund status
   5............verify your residency status

7  Change your PIN .

Dropping a Class?
If you decide to drop a class, follow these simple tips to make sure that your request has been completed.

Three ways to drop a class
1) In person at the Registration Office,
   115 Administrative Center
2) By touch-tone phone
   (816-444-8008)
3) On the Web (umkc.edu/star).  Be sure to have the specific course
   reference number ready.

Always confirm your withdrawal by obtaining a copy of your class schedule from the Registration Office or
by listening to your schedule on the touch-tone phone system.  If you have any problems or questions, contact the
Registration Office at 816-235-1125.

IMPORTANT: No one (including faculty and advisers) can withdraw
for you.  Your signature (or PIN) is required to withdraw from any class.
Check the withdrawal deadlines on page 2 of this schedule.  Undergraduate
and graduate student withdrawal deadlines differ and are strictly enforced.  If
you require advising or have questions, contact your Student Services office
before withdrawing.
See pages 11 and 12 for more information on withdrawals.

Paying Your Fees

Credit Card
(MasterCard or Discover)
Beginning Jan. 1, 2006, credit card
payments can be made via
   • Online – www.umkc.edu/~payroos
     This Web site will direct you to the
     University’s vendor for credit card
     processing.  Convenience fees will
     be charged by a third party vendor.
   • Self-Service Center (computer kiosk),
     Registrar’s Office, 115 Administrative
     Center

Checks (personal or cashier)
   • Mail
   • Drop boxes, located in the
     Administrative Center, 5115 Oak,
     and the University Center
   • Cashier’s window, first floor of the
     Administrative Center
   • PayRoos (e-check): Visit
     www.umkc.edu/~payroos

Cash
• Cashier’s window only

Student Financial Aid
If your anticipated aid does not cover your entire bill, you must pay the mini-
imum amount due that is indicated on the invoice.  Your anticipated aid does
not apply as the minimum payment.

Important:  You are responsible for your fees even if you don’t
receive a billing statement.
Questions and Answers About Fees

Nonresident Fees
Nonresident fees apply to students not living in Missouri and students who have not met residency requirements in accordance with the University of Missouri Residence and Educational Fee Rules, which are available at the Admissions Office.

Do I need to see a cashier?
Fees can be paid using cash, check or credit card. You'll need to see a cashier if you are paying your fees by cash. Payment by check can be made in person, by mail or by drop box. Payment by credit card – MasterCard or Discover – can be made online. Fees can also be paid online via electronic check by accessing www.umkc.edu/~payroos.

What if financial aid pays my fees?
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, 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.

Where are the drop boxes?
Drop boxes are located in the Administrative Center and the University Center and can be used to pay by check.

Class cancellation policy
Classes are not automatically canceled for non-payment. It is the responsibility of all students to withdraw from classes if they will not be attending the semester. If a student withdraws from classes, he or she may still owe the University full or partial fees in accordance with the UMKC fee refund policy. A minimum payment is required by the first payment deadline regardless of when a student registers in courses for a given semester. Pending financial aid and scholarships do not constitute a minimum payment of fees if an outstanding balance remains. If anticipated financial aid is not received or is not sufficient to cover charges, the student remains responsible for all or remaining charges incurred for the semester.

A minimum payment for Winter 2006 is due by 5 p.m. Friday, Jan. 6. Payments received after this deadline will result in late fees, finance charges and a refund of fees reduction based on the official financial withdraw dates set by the UMKC Cashier's office (see academic calendar).

Late Registration Fee
A fee of $35 will be charged to students who register or pay after Jan. 6.

Refund Schedule for Withdrawals
The UMKC refund policy is based on the date of official withdrawal from classes. The following schedule applies except when individual refunds are adjusted to meet federal regulations if student financial aid is involved.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>before Jan. 10</td>
</tr>
<tr>
<td>90%</td>
<td>Jan. 10-19</td>
</tr>
<tr>
<td>50%</td>
<td>Jan. 20-Feb. 6</td>
</tr>
<tr>
<td>25%</td>
<td>Feb. 7-March 13</td>
</tr>
<tr>
<td>0%</td>
<td>after March 13</td>
</tr>
</tbody>
</table>

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.

You can get account information by calling 816-444-8008. The collection of delinquent fees will be pursued, including referral to collection agencies and credit bureaus.

When are my fees due?
Winter students who participate in priority registration Nov. 7-25 will be billed in five installments. If full payment is not made by the due date indicated on the billing statement, the balance is subject to a one percent finance charge.
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 or touch-tone system is closed (for example, during a weekend) and you wish to receive a certain refund. The postmark on the envelope is used as the refund date.

Actions that are not considered official notification of withdrawal:
Assuming classes will be cancelled for nonpayment, failure to attend class, 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.

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.

Are there exceptions to the refund policy?
The associate registrar for registration 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 Office. Decisions of the associate registrar will be sent in writing. Appeals of these decisions must be made in writing and should include as many additional details as possible. Appeals should be addressed to the Committee on Fee Assessment and Residence, Administrative Center, Room 336, 5100 Rockhill Road, Kansas City, MO 64110-2499. The committee meets monthly. Appeals are reviewed according to the committee's meeting schedule.

When can I pick up my financial aid?
Excess financial aid funds can be directly deposited into bank accounts (ACH) if authorized. ACH deposits will begin Jan. 6. If ACH is not authorized, checks will be available at the Cashier's Office, 112 Administrative Center, beginning Jan. 9.

In general, students who have signed up for direct deposit receive their financial aid refunds several days earlier than those expecting a check. To download a direct deposit form, go to www.umkc.edu/cashiers. (Note: If financial aid is less than fees, the minimum amount due must be paid to hold classes and apply aid to charges.)

Fee Payment Schedule Winter Semester 2006

<table>
<thead>
<tr>
<th>Date Registered</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/7 - 11/28</td>
<td>11/28</td>
<td>12/14</td>
<td>20%</td>
<td>12/16</td>
<td>1/6/06</td>
<td>20%</td>
<td>1/18/06</td>
<td>2/17/06</td>
<td>20%</td>
<td>2/24/06</td>
<td>3/20/06</td>
<td>20%</td>
<td>3/24/06</td>
<td>4/20/06</td>
<td>20%</td>
</tr>
<tr>
<td>11/29 - 12/16</td>
<td>12/6</td>
<td>1/6/06</td>
<td>25%</td>
<td>1/18/06</td>
<td>2/17/06</td>
<td>25%</td>
<td>2/24/06</td>
<td>3/20/06</td>
<td>25%</td>
<td>3/24/06</td>
<td>4/20/06</td>
<td>25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/16 - 1/6</td>
<td>Minimum 25% payment due by</td>
<td>1/6/06</td>
<td>25%</td>
<td>1/18/06</td>
<td>2/17/06</td>
<td>25%</td>
<td>2/24/06</td>
<td>3/20/06</td>
<td>25%</td>
<td>3/24/06</td>
<td>4/20/06</td>
<td>25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After 1/6</td>
<td>1/18/06</td>
<td>2/17/06</td>
<td>33%</td>
<td>2/24/06</td>
<td>3/20/06</td>
<td>33%</td>
<td>3/24/06</td>
<td>4/20/06</td>
<td>33%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

One percent per month charged on unpaid balances. Cashier's Office home page: www.umkc.edu/cashiers.

Drop and Adds must occur on the same day to avoid fee discrepancies.

See Class Cancellation Policy on page 11.
## Winter 2006 Fees

### Missouri Residents

<table>
<thead>
<tr>
<th></th>
<th>Educational per credit hour</th>
<th>Incidental Fees</th>
<th>Computer</th>
<th>Student Health</th>
<th>ASUM</th>
<th>Total/Hour</th>
<th>Multipurpose Bldg.</th>
<th>Winter Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$216.50</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$245.50</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>$263.20</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$292.20</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Law (JD)</td>
<td>$428.70</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$457.70</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Law (LLM)</td>
<td>$500.10</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$529.10</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Pharm., Pharm.D.*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$7,568.70</td>
</tr>
<tr>
<td>Pharmacy Grad.</td>
<td>$360.60</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$389.60</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Medicine (1-2)</td>
<td>$556.50</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$585.50</td>
<td>$30</td>
<td>$9,410.70</td>
</tr>
<tr>
<td>Medicine (3-6)*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$10,154.10</td>
</tr>
<tr>
<td>Dentistry Grad.</td>
<td>$892.40</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$831.40</td>
<td>$30</td>
<td>$11,633.30</td>
</tr>
<tr>
<td>Dentistry, 4 yr.*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$10,861.70</td>
</tr>
<tr>
<td>Dentistry (1-2)*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$7,813.70</td>
</tr>
<tr>
<td>Dentistry (3-6)*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$10,861.70</td>
</tr>
</tbody>
</table>

### Nonresidents

<table>
<thead>
<tr>
<th></th>
<th>Educational per credit hour</th>
<th>Incidental Fees</th>
<th>Computer</th>
<th>Student Health</th>
<th>ASUM</th>
<th>Total/Hour</th>
<th>Multipurpose Bldg.</th>
<th>Winter Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$542.40</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$571.40</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>$679.70</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$708.70</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Law (JD)</td>
<td>$846.60</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$875.60</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Law (LLM)</td>
<td>$989.70</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$1,155.20</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Pharm., Pharm.D.*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$16,147.20</td>
</tr>
<tr>
<td>Pharmacy Grad.</td>
<td>$818.70</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$847.70</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Medicine (1-2)</td>
<td>$1,126.20</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$1,155.20</td>
<td>$30</td>
<td>$18,440.50</td>
</tr>
<tr>
<td>Medicine (3-6)*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$19,645.50</td>
</tr>
<tr>
<td>Dentistry Grad.</td>
<td>$1,601.90</td>
<td>$14.35</td>
<td>$11</td>
<td>$3.50</td>
<td>$0.15</td>
<td>$1,630.90</td>
<td>$30</td>
<td>$22,826.30</td>
</tr>
<tr>
<td>Dentistry, 4 yr*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$21,228.10</td>
</tr>
<tr>
<td>Dentistry (1-2)*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$15,076.10</td>
</tr>
<tr>
<td>Dentistry (3-6)*</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>$21,228.10</td>
</tr>
</tbody>
</table>

* Flat Rate
**Key**

1. Fees for the Associated Students of the University of Missouri will be assessed on the first 10 hours. Student programs user fees and student health fees will be assessed on the first 12 hours.

2. The Metro Rate is a program benefitting undergraduate, non-professional students who are legal residents of Johnson, Leavenworth, Miami or Wyandotte Counties in Kansas. These students will be assessed educational fees equivalent to those of a Missouri resident (the in-state rate). Questions about the Metro Rate can be directed to the Office of Admissions.

3. If you had a Missouri income tax liability for 2004, you may be entitled to pay in-state fees even if you are a resident of another state. For detailed instructions and applications, call 816-235-1365. Non-resident students who take a part-time credit load of six hours or less will receive a tuition scholarship equal to the nonresident portion of the fees. This tuition scholarship is not available to nonresident students taking more than six hours. Students who enroll in more than six hours and then drop to six hours or less will not be given a refund of the nonresident fees for the hours remaining on their schedules. International students (F-1 and J-1 visas only) will not be eligible for part-time or Missouri Taxpayer Tuition Scholarships. Nonresident fees apply to students not living in Missouri and students who have not met residency requirements in accordance with the University of Missouri Residence and Educational Fee Rules, which are available at the Admissions Office, 120 Administrative Center.

4. Multipurpose Building and Student Center fees are assessed only once each semester.

5. Breakdown of Incidental Fees (assessed on the first 12 hours):
   - University Center Fee $5.63
   - Athletic Fee $4
   - Student Activity Fee $4.10
   - Physical Activity Fee $0.62

**Other Fees**

- **Late Registration or payment**
  $35 (charge begins first day of class)

- **Registration Cancellation Fee**
  $20

- **Copyright**
  $20

- **Applied Music Fee**
  $181.10 (per semester)

- **Undergraduate SCE Course Fee**
  $49 per hour

- **Clinical/Lab Nursing Fee,**
  $145.50 per credit hour

- **Graduate Cluster Fees:**
  - SCE: $49 per hour
  - Accountancy: $29 per hour
  - Business Administration: $29 per hour

Fees may change without notice. 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 before 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.

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**IMPORTANT MESSAGE**

Student accounts will be subject to a late fee of $10 when payment is not received by the scheduled due date as communicated 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.
Where to Go for Help

Admissions Office
120 Administrative Center
816-235-1111
admit@umkc.edu
www.umkc.edu/admissions
Coordinates the admission of students to virtually all undergraduate, professional and graduate programs and is also responsible for determining residency.

Campus Information Center
University Center, First-floor lobby
816-235-5555
Issues student ID cards, distributes University catalogs, maintains the campus lost and found, and serves as a resource for campus information.

Cashier’s Office
112 Administrative Center
816-235-1365
cashiers@umkc.edu
www.umkc.edu/cashiers
Collects fees, processes refunds and grants tax tuition scholarships.

Career Services Center
4825 Troost, Room 205
816-235-1636
careerservices@umkc.edu
www.umkc.edu/careers
Assists students with choosing a major. Maintains employment database with part-time, full-time, internship opportunities. Resume and job search assistance; practice interviews. Sponsors numerous career days/employer fairs during academic year.

Office of Services for Students with Disabilities
131 University Center
816-235-5696
disability@umkc.edu
www.umkc.edu/disability
Assists students with disabilities in gaining equal access to the learning environment. To assure timely assistance, contact the office as soon as possible.

Financial Aid Office
101 Administrative Center
816-235-1154 finaid@umkc.edu
www.sfa.umkc.edu/finaid
Offers assistance in applying for need-based financial aid, scholarships, work study and emergency loans.

HelpLine
University Center
816-235-2222 helpline@umkc.edu
www.umkc.edu/helpline
Provides an outlet for problems and complaints. The office investigates concerns of students, staff and faculty; explains University policies; and cuts through red tape. The service is available 8 a.m.-5 p.m.

Registration and Records Office
115 Administrative Center
816-235-1213 registrar@umkc.edu
www.umkc.edu/registrar
Offers advance and regular registration for all UMKC academic units; degree checking and processing; monitoring undergraduate and graduate student academic probation; maintaining all official permanent records; and issuing class lists, grade rolls, grade reports, transcripts and enrollment reports.

Student Loan Office
224 Administrative Center
816-235-1346 studentloans@umkc.edu
www.umkc.edu/studentloans
**FAQs**

### Frequently Asked Questions and Services

#### Address Changes
Students are responsible for ensuring that their current address is on file with Registration and Records. Failure to do so can delay important information from being sent to the student. You can change your address on STAR, download a change of address form at www.umkc.edu/registrar, or visit the Records Office in 115 Administrative Center.

#### Applied Language Institute

##### Classes for Non-native English Speakers and for General Student Population

**Non-native English Speaker Classes**
The Applied Language Institute at UMKC has programs that are specially designed for non-native English speakers whose goal is to learn English or to increase their English proficiency for academic, business or personal reasons. The ALI/UMKC Intensive English Program offers classes in Speaking and Listening, Reading and Vocabulary, Writing and Grammar at all levels of instruction. American pronunciation, TOEFL, GRE and GMAT preparatory classes also are available. In addition the Institute provides supplemental English classes for non-native speakers who are fully admitted to the University and need additional linguistic instruction.

The Institute also offers special sections of Freshman Composition I (English 110-A), and of English II (English 225-A) for non-native English speakers. ESL Courses are listed in the schedule of classes under English. They are designated as follows:

- 101 B, C, D, G Speaking and Listening, Reading, Writing and Grammar I
- 102 B, C, D, G Speaking and Listening, Reading, Writing and Grammar II
- 103 B, C, D, G Speaking and Listening, Reading, Writing and Grammar III
- 104 B, C, D, G Speaking and Listening, Reading, Writing and Grammar IV
- 105A Advanced Academic English for Non-native Speakers
- English 110A Freshman Composition I for Non-native Speakers
- English 225A English II for Non-native Speakers

**General Student Population Classes**
The Applied Language Institute offers two classes for the general student population: The Pharmacy College Admission Test (PCAT) Preparatory class, and A&S 210, Cross-Cultural Interaction: Experience and Understanding.

For more information contact Monica Mingucci, program director, at 816-235-1233

#### Bookstores

The UMKC Bookstores are wholly owned and operated subsidiaries of UMKC. The stores are operated to provide the best possible service and support to our students and faculty.

**Book Buy**
The UMKC Bookstore sponsors Book Buys each term during finals week. You’ll be offered a fair market value, determined by the Bookstore and its wholesale partners. This includes the possibility that your book will have no market value. Typical payouts are 20 to 50 percent of purchase price.

**Refunds/Exchanges**
The Bookstore will make an exchange, credit or refund within 14 days of your purchase (Web orders must be postmarked within 14 days of delivery). Conditions:

- Course materials are non-returnable after the second week of classes in the Fall and Winter terms, and after the first week of classes in the Summer term.
- Proof of purchase is required.
- Items must be returned in original saleable condition.
- Computer software must include a valid transferable license.
- Excludes study aid and certain items marked to disallow returns.

Additional restrictions may apply, see store for details.

#### Payment Options
The Bookstore accepts cash, check and credit cards (Visa, MasterCard and Discover). In addition, we now offer the convenience of Student Charge. Your student account will be active in the Bookstore one day after you’ve financially enrolled, and is accessed with your student ID. Swipe, sign and your charge will be consolidated with tuition and other campus fees on your consolidated monthly student bill.

**Course Materials**
Though we carry lots of other great merchandise, our primary mission is to provide the course materials requested for use in UMKC classes. We work very hard to provide the right quantity of the right materials at the right time – at the right price. Course materials are generally available for sale two to three weeks before classes begin.
Bus Routes
Bus schedules are available from the Campus Information Center. Call 816-235-5555 to find out the bus schedule.

Cancellation of Classes
The University reserves the right to cancel classes when there are fewer than 12 students in undergraduate courses and fewer than six students in graduate courses. Classes may also be suspended because of inclement weather, although UMKC itself typically does not close. Students should listen to local media for class-suspension information.

Changing or Declaring a Major
Students desiring to transfer from one degree program to another must contact the academic advisers of the academic units so the necessary Declaration of Major form can be initiated. These requests must be filed 60 days before the next term to be effective for that semester’s registration.

Computer Resources
www.umkc.edu/is/studentguide
Information Services provides a variety of computer services to students. For a copy of a Computer Resources Guide with additional information, see the Web site above or contact the UMKC Call Center at 4825 Troost, Room 102, 816-235-2000.

Counseling and Testing Services
816-235-1635
www.umkc.edu/chtc
chtc@umkc.edu
If you have personal or emotional concerns or need assistance with relationships, stress, grief, test anxiety or other learning difficulties, call for an appointment or consultation. You can also register through Testing Services to take a variety of admissions and credentialing-related tests.

Directory Information
See the “Request to Restrict Directory Information form” at www.umkc.edu/registrar/forms.html.

E-mail @ UMKC
All students are issued a UMKC e-mail account for their use. This account is used for official University communication and students are expected to regularly maintain this account. Information on how to access your e-mail account and UMKC’s student e-mail policy can be found at www.umkc.edu/exchange-faq/.

General Education Requirements
See the UMKC General Catalog or your academic adviser for more information on the undergraduate general education requirements.

Grades
Grades are due to the Office of the Registrar two and a half days (excluding Sunday and holidays) after the last scheduled final. UMKC does not mail grades to students. Students can access their grades via STAR and touch-tone registration and print a grade report at www.umkc.edu/registrar. Students should first contact their instructor about non-submitted grades. You can get information on the grade appeal process from your dean or director’s office.

Health Insurance
A student accident-and-sickness insurance plan is available for UMKC students, their spouses and children. Enrollment brochures are available at the Cashier’s Office, the Campus Information Desk, Student Life Office, Student Health Center and at some student services offices located in academic units. Students can enroll in the insurance plan up to 30 days after the first day of class, and insurance premiums may be paid at the Cashier’s Office or may be mailed directly to the plan administrator. For more information, call the HelpLine at 816-235-2222.

ID Cards
You should carry your UMKC student photo ID card at all times for use at the UMKC libraries, the Cashier’s Office, the Registration Office, the Counseling and Placement Center, student computer labs, the recreation facilities and campus activities. Cards are good forever and should be kept even if you leave the University. There is a replacement fee if your card is lost or stolen.
Cards are issued at the Campus Information Center in the University Center. Hours of operation will vary each semester. Call the Information Center at 816-235-5555 for the current hours of operation.

KCASE Student Exchange
As a member of the Kansas City Area Student Exchange, UMKC offers full-time undergrads an opportunity to register for one course a semester at another institution. KCASE exchange students pay regular tuition and fees at their home institution and laboratory or special course fees at their host institution. The KCASE program is designed to offer students the opportunity to take courses of interest that are not offered at UMKC. Students should not plan to fulfill degree requirements through KCASE; however, approval to do so may be granted in exceptional circumstances. Other participating institutions include Avila University, Blue River Community College, the Kansas City Art Institute, Longview Community College, Maple Woods Community College, Park University, Penn Valley Community College, Rockhurst University and William Jewell College. Applied music, business, computer science continuing education, engineering, health sciences and special topics courses are excluded from this agreement. Students should visit with their academic unit’s advising office about their eligibility to participate in the KCASE program.
Math Laboratory
The Math Resource Center (MRC) is dedicated to providing individual attention to students who are enrolled in math courses. The MRC is staffed by trained part-time tutors who offer assistance to UMKC students at no cost. Students may work individually or in small groups with tutors. Textbooks, solution manuals, videotapes, content-specific handouts and study guides are also available.

To make the most of a tutoring session, it is suggested that students make an appointment ahead of time to insure an individual tutor is available. Additionally, students should bring their textbooks, notes from class, handouts and previous homework. Finally, students should review their notes and other materials before attending their appointment, so more time can be spent focusing on difficult problems.

Parking
Students with motor vehicles need the minimum amount of liability insurance required by Missouri law. Students must park and pay at the meters or purchase a parking permit. Parking permits can be obtained at Parking Operations, Room 221 at the Administrative Center, 5115 Oak St. or online at www.umkc.edu/parking.

Parking Meters
Parking is available in the metered areas located throughout campus. Anytime a vehicle is parked in a metered space, the meter MUST be paid, even if a University parking permit was purchased and displayed on the vehicle. UMKC meter park cards (meter debit cards) are available in Parking Operations. The card fee is $25 for an initial $20 worth of time. Additional time may be added to the card in the Parking Office.

Day Student Permit Parking
Day student parking permits are valid 24-hours a day in the student-permit lots: Volker campus, the parking structures at 50th and Cherry (Area 32N) and 52nd and Rockhill (Area 32S); 48th and Forest (Area 99); Health Sciences Complex, 24th and Charlotte (Area 66); and 25th and Charlotte (Area 68).

Night Student Permit Parking
Faculty/staff and student permit lots will be restricted until 4:15 p.m. daily. After 4:15 p.m., most permit lots will be available to students who purchase day or night student parking permits. For a list of restrictions, contact the Parking Operations Office, Room 221, Administrative Center, 5115 Oak St. Day as well as night permits are available on a semester basis: Fall, Winter or Summer. Multi-semester permits are available, which are valid for Fall and Winter semesters.

Disability Permit Parking
Individuals who require disability parking should contact the Parking Operations Office at 816-235-5256. A disability permit must be renewed each semester.

PIN
(Personal Identification Number)
During your initial call to the touch-tone or STAR system, your initial PIN is your month and date of birth (MMDD). You will then be asked to assign yourself a four-digit PIN. If you forget your PIN, please come to the Registration Center, Room 115 of the Administrative Center, with a picture ID to acquire a new PIN.

Student Activities
Students can experience and benefit from a variety of educational, recreational and social programs while at UMKC.

The Student Life Office coordinates programs and services that enhance students’ involvement on campus. Available activities include community service, membership in student organizations, leadership programs, fraternities, sororities, governmental organizations, academic honor societies and many others. For more information on getting involved at UMKC, please call the Student Life Office at 816-235-1166 or stop by the office at G6, University Center or at www.umkc.edu/stulife.

Supplemental Instruction (SI)
Supplemental Instruction is a free program that allows you to meet with classmates to review course material. In SI, you compare notes, discuss important concepts and test yourself before the professor does. Sessions are facilitated by a SI leader who has already taken the course and earned a high grade. Call the SI office at 816-235-1166 for additional information or for a listing of SI courses, visit www.umkc.edu/cad/SI.

Study Abroad Opportunities
UMKC students considering or preparing for an educational experience outside of the United States for which they intend to be awarded academic credit are to contact the Center for International Academic Programs. Information about a variety of study abroad opportunities, as well as scholarships, can be found at the Center, 5325 Rockhill Road, phone: 816-235-5759 or online at www.umkc.edu/international.

Student Health and Wellness
816-235-6133
www.umkc.edu/chtc/health
studenthealth@umkc.edu

Student Health and Wellness provides health care for students. SHW can evaluate and treat illnesses, provide physical exams, conduct well woman exams, prescribe medications as needed and provide health counseling on a variety of topics. SHW also provides immunizations and health information. Appointments are strongly recommended. A part-time pharmacy is also available. Please contact SHW or visit the Web site for further information.
Swinney Recreation Center
All students are eligible to use the center. Membership runs from the first day of classes to the first day of classes of the next semester. A spouse of a UMKC student can also apply for a semester’s membership. Call 816-235-1556 for more information.

The Writing Center
The Writing Center is a free service available to all UMKC students. Whether it’s developing ideas, organizing essays, theses or dissertations, the Writing Center works with students at all levels, and from all the schools and divisions of the University. In addition to one-to-one sessions, the Writing Center provides several workshops about various writing topics throughout the semester.

Winter Semester Hours
816-235-1146
Monday-Wednesday, 8 a.m.-8 p.m.
Thursday, 8 a.m.-5 p.m.
Friday, 8 a.m.-noon
Saturday, 9 a.m.-3 p.m.

WEPT (Written English Proficiency Test)
http://iml.umkc.edu/english/programs/faq.htm
The WEPT is a three-hour exam offered twice each semester. Packets for the exam are available one week before the given test date. The packets include detailed instructions for preparing for the test and several articles on a particular topic. Past WEPT topics have included racism on campus, academic honesty and gays in the military. You’ll be expected to write an essay on the topic, integrating information from the articles and including parenthetical citation and a works cited page.

Who has to take it?
The WEPT is a requirement for all degree-seeking undergraduates at UMKC, including those earning a second bachelor’s degree at UMKC.

When should I take it?
You should take the WEPT after you’ve completed English 225 (or its equivalent) and after you’ve accumulated 45 credit hours. You must pass the WEPT before you begin any writing-intensive class.

When is the WEPT offered?
The WEPT is offered twice during Fall and Winter semesters — at midterm and toward the end of the term — and once during the Summer. Check the academic calendar in the Registration Guide, contact the Department of English, or look for campus postings for specific times and dates.

Where do I get exam materials?
Roo Prints, one week before the exam.

Can I get help for the WEPT?
You better believe it! Help is available through the Writing Center at 5201 Rockhill, second floor. You should telephone (816-235-1146) well in advance for help. If you are enrolled in English 225, your teacher may also give you pointers for the WEPT. Additionally, strategies for taking the WEPT and other information can be found at the address above.

How can I find out whether I passed or failed the WEPT?
You may call the Department of English (816-235-1305) or the Writing Center (816-235-1146) about three weeks after you take the exam. You may also log onto the Blackboard Web site to check your results at http://www.umkc.edu/is/blackboard/. Students who have passed the WEPT will have it indicated in their transcript.

What if I fail the WEPT?
The English Department sends copies of failing exams to the Writing Center. You may call for an appointment (816-235-1146) to have a Writing Center tutor go over the exam with you to help you determine why you failed. You can also enroll in English 299 for WEPT tutoring. English 299 doesn’t count toward your degree.

You may take the WEPT only twice. Students who fail the WEPT twice are required to take English 299.

For further information about the WEPT, please contact Katie Kline, coordinator of Writing Assessment, 816-235-6685 or klinek@umkc.edu.

Veterans Certification
The veterans certifying official is located in the Records Office, 115 Administrative Center. The phone number is 816-235-1112. Student veterans, in-service personnel, war orphans, widows and veteran dependents are encouraged to apply for benefits at least eight weeks before the beginning of the semester in which they plan to enroll.

Veteran benefits are determined by many factors, including the number of credit hours that the student is enrolled in. All students who anticipate receiving veteran benefits should consult the certifying official before registering for, adding or dropping any courses. Veterans are required to contact the certifying official each semester at the time of registering for classes.
Writing Intensive Courses
Writing Intensive (WI) courses are intended to help students learn to express themselves formally and coherently in discursive prose. In WI courses, students will prepare a number of different assignments of varying lengths and intent. In order for students to be eligible to sign up for a WI course, they must first successfully pass the WEPT or complete English 299: Form and Structure of Writing with a grade of “C-“ or better. Many majors include a WI course as a part of the degree requirement. Writing Intensive courses that are being offered can be found on the online class schedule at www.umkc.edu/registrar.

Cluster Courses in the Humanities
Cluster courses provide an opportunity to study a special theme or historical period from the perspective of several disciplines at once. Each course is designed to intergrate with one or more courses in other fields to show how different disciplines complement each other to form a more comprehensive understanding of a given topic. All cluster courses with the same title meet at the same time. Cluster Courses that are being offered can be found on the online class schedule at www.umkc.edu/registrar.

Special Courses
www.umkc.edu/registrar/sched

Black Studies
Director: Donald Matthews
816-235-2636

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

Gerontology
Coordinator: Lois Fitzpatrick
816-235-2182

Women’s and Gender Studies
Director: Barbara Bonnekessen
816-235-5955

Getting out of the Cashier’s line:

Pay online with PayRoos
www.umkc.edu/~payroos

Drop Box Payment
Administrative Center,
5115 Oak St.
All payments credited the next day

Get Direct Deposit
To have your excess financial aid directly deposited directly into a bank account, visit go.umkc.edu/directdeposit

Or, you can grab a Direct Deposit form at either the Financial Aid Office (110 Administrative Center) or at the Cashier’s window, 112 AC.

Getting out of the Parking Permit line ...

www.umkc.edu/police/parking

For online course information, visit www.umkc.edu/is/blackboard.
All students are encouraged to seek advising every semester before registering for classes. The Arts and Sciences Advising Office sees undergraduate students on a walk-in basis only, no appointment is necessary. Hours for the Arts and Sciences Advising Office are:

**Winter**
- Monday: 9 a.m.-6 p.m.
- Tuesday: 9 a.m.-6 p.m.
- Wednesday: 9 a.m.-5 p.m.
- Thursday: 9 a.m.-5 p.m.
- Friday: 9 a.m.-4 p.m.

Students who are required to see an adviser and have an adviser’s release before they can register include:
- all students who haven't declared majors (general studies)
- all freshman (students with fewer than 30 credit hours)
- all chemistry majors
- all physics majors
- all studio art majors
- all theatre majors
- new transfer students
- students on academic contract or probation
- students requesting overloads, audits, credit/no credit option
- graduate students in chemistry, English, geosciences, sociology and theatre (go directly to department for advising and approvals)

Students who have chosen a major should contact their department faculty adviser for an appointment. The list of departmental advisers may be found at [http://www.umkc.edu/sched/cas_advising.htm](http://www.umkc.edu/sched/cas_advising.htm). New undergraduate transfer students should go first to 9 Scofield Hall for an evaluation of transfer work. Additionally, students interested in the following areas should contact:

**Pre-Law**
John Szmer, Coordinator
23 Scofield Hall, 816-235-6094

**Pre-Medicine, Pre-Dental, Pre-Health**
James Spence, Director
2 Scofield Hall, 816-235-5874

**Pre-Business**
Bloch School of Business and Public Administration Advising
115 Bloch, 816-235-2215

**Pre-Education**
School of Education Advising
245 Education, 816-235-2234

**Pre-Engineering**
School of Computing and Engineering Advising
352 Flarsheim Hall, 816-235-1193

**PACE**
Jewel Allers, Student Services Coordinator
104 Scofield Hall, 816-235-2533

**Hospitality Studies**
Dan Hoerz, Coordinator
5300 Rockhill Road, 2nd floor, 816-235-5954

Undergraduate students enrolled in biological sciences programs need an adviser’s signature or touch tone release before registering.

**Undergraduate degrees offered through the school:**

**B.S. in biology**
- Cellular and Molecular Basis of Health and Disease (pre-medicine) Emphasis
- Bioinformatics Emphasis
- Pre-Dentistry Concentration

**B.A. in biology**

**B.S. in medical technology**

Appointments for individual or group advising can be set up by calling the advising office at 816-235-2580 or by coming to room B013 in the Biological Science Building.

Before an appointment, students should review their CAPS report, their plan of study and the Undergraduate Program Handbook, then prepare a tentative schedule for the adviser’s approval.

Graduate students also need their adviser’s signature before registering. Graduate degrees offered by the school: interdisciplinary Ph.D., M.S., in cellular and molecular biology, and M.A. in biology.

Graduate students who do not have a permanent adviser must contact the school’s Graduate Programs office, room 114, Biological Science Building, 816-235-2352, for more information.
Advising Information

Henry W. Bloch School of Business and Public Administration

Student Services Coordinators:
Advising staff may be reached by calling 816-235-2215.

Undergraduate Advising:
Freshmen and junior B.B.A. and B.S. in accounting students must be advised each term before registering for classes. New students, regardless of level or program, must meet with an advisor prior to registration. Advising is optional for all other students.

Students from other academic units at UMKC or visiting students should contact the Bloch School Student Services Office to get information about enrollment in Bloch School courses.

Graduate Advising:
New M.B.A. and M.P.A. students must be advised before registering for their first semester. Continuing M.B.A. students and M.P.A. students are not required to be advised after the first term of enrollment.

M.S. accounting students must be advised before registering for classes each term.

School of Computing and Engineering

General Questions?
Contact the Office of the Dean, 816-235-2399, or stop by the office, 534 Flarsheim Hall.
www.umkc.edu/sce.

All students in the School of Computing and Engineering are assigned to a faculty adviser. To schedule advising, contact your department office.

Computer Science and Electrical Engineering Department (CS/EE)
546 Flarsheim Hall, Phone: 816-235-1193, Fax: 816-235-5159
www.umkc.edu/csee

Civil and Mechanical Engineering Department (CME)
352 Flarsheim Hall, Phone: 816-235-5550, Fax: 816-235-1260
www.umkc.edu/cme

For online course information, visit www.umkc.edu/is/blackboard or call 816-235-1193.

Degree Options in Computer Science and Electrical Engineering (CS/EE)
Bachelor of Arts in Computer Science
Bachelor of Science in Computer Science
Bachelor of Information Technology
Bachelor of Science in Electrical and Computer Engineering
Master of Science in Computer Science
Master of Science in Electrical Engineering

Degree Options in Civil and Mechanical Engineering (CME)
Bachelor of Science in Civil Engineering
Bachelor of Science in Mechanical Engineering
Master of Science in Civil Engineering
Master of Science in Mechanical Engineering

Conservatory of Music

General Admissions Requirements:
To be admitted as an undergraduate or graduate music major, an audition is required. Audition requests must be received no later than Nov. 1 for the Dec. 3 audition day. See the Web site for details: www.umkc.edu/conservatory/admissions.asp.

Student Advising
All undergraduate and graduate students in the Conservatory are required to meet with their adviser before registering. Call 816-235-2900 for an appointment.

Matriculation Exam:
All newly admitted graduate students must take the matriculation exam in music history and theory on Jan. 5. Each exam will be held from 9 a.m. to 1 p.m. in GH 333.

Master's and Doctoral Comprehensive Exams
Master's Comprehensive Exams will be given during the week of Feb. 13-17. Please notify the Associate Dean's Office prior to Jan. 13 if you plan to take the exams in the winter semester. Doctoral Comprehensive Exams in music theory and music history will be given on 2 consecutive Saturdays. The theory and history exam dates are Feb. 18 and 25. Please notify the Associate Dean's Office prior to Jan. 13 if you plan to take the exams in the winter semester.

Undergraduate Advising: 816-235-2900
Graduate Advising: 816-235-2900
Associate Dean for Academic Affairs:
William Frederickson, 816-235-2900
Student Services Coordinators:
Crystal Bevell, Kristen Moore, Helen Perry
Teacher Education
Pre-education majors are required to visit an academic advisor in student services. Applicants to a teacher education certification and/or degree program must pass the College BASE test and complete a special application packet by April 1 for admission. Students may not take Teacher Education courses before being admitted to the program.

Graduate Students
Graduate students must have an approved program of study on file prior to completing the final 15 credit hours of their degree program. Degree program outlines are available in the Education Student Services Office. Departmental faculty advise all declared graduate students. See listing of department advisers.

Most CPCE courses are restricted to CPCE majors. Please contact CPCE at 816-235-2722 for exception. Programs in counseling psychology, counselor education and educational administration require a special application packet.

Probation
Graduate students who are conditionally admitted must have met with a faculty adviser to determine the first four classes to complete to remove themselves from probationary status.

Note
Non-education majors on probation are not allowed to enroll in education courses.

Advisers
129 Education Building
Karen Schlabach, 816-235-2621
Amy Hinkhouse, 816-235-2474

Dean's Office
347 Education Building
Lori Reesor, Associate Dean
816-235-1473

Questions?
Contact the School of Education Student Services Office at 816-235-2234 or stop by 129 Education Building.

Graduate Faculty Advising
Counseling and Guidance,
Counseling Psychology, 816-235-2722
Curriculum and Instruction, 816-235-2241
Special Education, 816-235-2241
Educational Administration, 816-235-2716
Reading Education, 816-235-2245

School of Nursing
Pre-Nursing students must meet with their academic adviser prior to registering for classes.

Undergraduate nursing students must meet with their academic adviser prior to registering for classes. Students on probation must meet with their faculty mentor prior to meeting with an academic adviser.

Graduate nursing students must speak to their academic adviser before registering for classes.

All students enrolled in clinical courses must have all current immunizations, RN license (if applicable), CPR certification, proof of valid health insurance and clinical background check on file.

Academic Advisers
Lauren Klemmer, 816-235-6277
Leah Wilder, 816-235-5768

Student Services
Brenda Riggs, 816-235-1710
Judy Jellison, 816-235-1740

School of Pharmacy
 Provisional freshmen, pre-pharmacy students and students enrolled in bachelor of science in pharmaceutical sciences program are required to schedule an appointment with an adviser in the Pharmacy Student Services Office for enrollment release.

Please check the bulletin board outside the Pharmacy Student Services Office for schedule announcements. Students who do not complete required courses or who receive a grade below C must make an appointment with the director of Pharmacy Student Affairs before enrolling in subsequent semesters. With permission of the committee on Admissions and Academic Requirements, deficiencies must be cleared to advance to the next professional semester.

Pharmacy graduate students must meet with major faculty advisers to play program of study and committee. A program of study should be filed with the Graduate Programs Committee within the first academic year of graduate study. Graduate students should adhere to all regulations within the UMKC General Catalog.

Advisers
Shelly Janasz, director of student affairs
Marilee Congrove, academic adviser
Katz Pharmacy Bldg., Room 113, 816-235-1613

Traci Parker-Gray, academic adviser
Katz Pharmacy Bldg., Room 113B, 816-235-5734
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**
Zauyah Waite, Director
Student Life Office
University Center

**Student Health Records**
Sandra Handley
4825 Troost, Room 115

**All other Educational Records**
Wilson Berry, 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 request 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 partial 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/fpcd.

Access for Speech- or Hearing-Impaired

People with speech or hearing impairments can contact the University by using Relay Missouri, 800-735-2966 (TT) or 800-735-2466 (voice).

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.

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.

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 816-235-1323 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 via the Web site: www.umkc.edu/safetyreport.
UMKC E-mail: The Address for Success
All UMKC students are assigned an e-mail address with the ".edu" domain name. Use your UMKC-issued e-mail address to be sure you are getting all the news and updates you will need to be successful at UMKC.

Examples of the e-mails you'll receive:

- Registration appointment times
- Financial aid award updates
- Official UMKC news and announcements
- Details about campus activities and opportunities to get involved
- Access to online tools provided by UMKC, like BlackBoard, surveys, polls, etc.

If you have technical questions about your UMKC e-mail address, contact the IS Call Center at x2000.

For more information, contact the Help Line at x2222.