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

Winter/Spring 2007
Registration and Enrollment Guide

UMKC
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Questions? See our quick reference guide on page 2.

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. UMKC Office of Diversity and Equity, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs. Call (816) 235-1323 for information.

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

Recycle: Remove the cover and staples,
and this schedule is recyclable.
Academic Calendar

For up-to-date information see www.umkc.edu/registrar/academic_calendar.

**Fall 2006**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 30</td>
<td>Winter/Spring 2007 touch-tone and STAR (online) priority registration begins for continuing students by appointment.</td>
</tr>
<tr>
<td>Nov. 6</td>
<td>Winter/Spring walk-in priority registration begins for continuing students by appointment.</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>Written English Proficiency Test (WEPT) – Royall Hall 111</td>
</tr>
<tr>
<td>Nov. 10</td>
<td>Last day for undergraduates to withdraw with assessment (Students may receive a “W” or a “WF” if they are failing at the time of withdrawal.)</td>
</tr>
<tr>
<td>Nov. 20-26</td>
<td>Thanksgiving Holiday, no classes</td>
</tr>
<tr>
<td>Nov. 27</td>
<td>Open registration begins for Winter/Spring 2007. Continuing and newly admitted students may register in person, online via STAR or by touch-tone.</td>
</tr>
<tr>
<td>Dec. 7-8</td>
<td>Arts &amp; Sciences Reading Days</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Dec. 11-15</td>
<td>Final exams</td>
</tr>
<tr>
<td>Dec. 15</td>
<td>Fall Commencement</td>
</tr>
<tr>
<td>Dec. 19-22</td>
<td>Registration Center closed for Fall semester grade processing.</td>
</tr>
<tr>
<td>Dec. 20-22</td>
<td>Fall grades become available via touch-tone at 816-444-8008.</td>
</tr>
<tr>
<td>Dec. 23-Jan 1</td>
<td>University closed</td>
</tr>
<tr>
<td>Dec. 26</td>
<td>Fall grades available at <a href="http://www.umkc.edu/registrar/grades.asp">www.umkc.edu/registrar/grades.asp</a>.</td>
</tr>
</tbody>
</table>

**Winter/Spring 2007**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 8</td>
<td>Coursework begins</td>
</tr>
<tr>
<td></td>
<td>Last date for 100 percent educational fees adjustment</td>
</tr>
<tr>
<td></td>
<td>Late registration begins, $35 late fee for all new registrations</td>
</tr>
<tr>
<td>Jan. 12</td>
<td>Registration ends, last day for adds, section changes, changes from audit to credit</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Martin Luther King, Jr. Observance (no classes)</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Last date for 90 percent educational fees adjustment</td>
</tr>
<tr>
<td>Feb. 2</td>
<td>Winter/Spring 2007 graduation application filing deadline.</td>
</tr>
<tr>
<td></td>
<td>Last day for undergraduates to change credit to audit</td>
</tr>
<tr>
<td>Feb. 5</td>
<td>Last date for 50 percent educational fees adjustment</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>Written English Proficiency Test (WEPT) – Royall Hall 111</td>
</tr>
<tr>
<td>March 2</td>
<td>Last day to withdraw without assessment. Students withdrawing after this date may receive a “withdraw failing” if students are failing at the time of withdrawal.</td>
</tr>
<tr>
<td>March 5</td>
<td>Last date for 25 percent educational fees adjustment</td>
</tr>
<tr>
<td>March 23</td>
<td>Last day for undergraduates to withdraw with assessment (Students may receive a “W” or a “WF” if they are failing at the time of withdrawal.)</td>
</tr>
<tr>
<td>Mar. 24-Apr. 1</td>
<td>Spring break</td>
</tr>
<tr>
<td>April 2</td>
<td>Priority registration begins for Summer and Fall 2007.</td>
</tr>
<tr>
<td>April 18</td>
<td>Written English Proficiency Test (WEPT) – Royall Hall 111</td>
</tr>
<tr>
<td>April 23</td>
<td>Open registration begins for Summer and Fall 2007.</td>
</tr>
<tr>
<td>April 26-27</td>
<td>College of Arts and Sciences Reading Days</td>
</tr>
<tr>
<td>April 27</td>
<td>Last day of classes</td>
</tr>
<tr>
<td></td>
<td>Last day for graduates to withdraw with assessment (Students may receive a “W” or a “WF” if they are failing at the time of withdrawal.)</td>
</tr>
<tr>
<td></td>
<td>Last day for graduates to change credit to audit</td>
</tr>
<tr>
<td>April 30-May 4</td>
<td>Final exams</td>
</tr>
<tr>
<td>May 4-6</td>
<td>Winter/Spring Commencement ceremonies (date varies by school or college)</td>
</tr>
</tbody>
</table>

**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.
Quick Reference

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, 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/adminfinance/cashiers
Collects fees, processes refunds and grants tax tuition scholarships.

Career Services Center
4825 Troost Ave., room 205
816-235-1636
careerservices@umkc.edu
www.career.umkc.edu
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
Assists students with scholarships, grants, loans, 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.

Information Services Call Center
4825 Troost Ave., room 102
816-235-2000
callcenter@umkc.edu
www.umkc.edu/is/support
Offers technical support to students, faculty and staff by resolving computer-related issues.

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

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

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/adminfinance/finance/studentloans
Priority Undergraduate Admissions
816-235-1111
admit@umkc.edu
www.umkc.edu/admissions

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/Spring semester will continue through Dec. 22. Applicants who have not received notification of a decision by then should call or visit the Admissions Office the week of Jan. 2-5 to discuss the status of their application. There is a $35 non-refundable application fee.

Walk-in Review Days:
Jan. 2-5
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, 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.

Admissions, Cashiers, Financial Aid and Registration Office Hours for Jan. 2-10:
Monday-Thursday, 8 a.m.-6 p.m.
Friday, 8 a.m.-5 p.m.

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 continuing education departments. Visit www.umkc.edu/registrar/ce.asp.

Readmission to Undergraduate or Graduate Study
If you have attended UMKC before but did not attend during the Fall 2006 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.

If You Have Questions
Questions about admissions deadlines and procedures should be directed to the UMKC Admissions Office.
816-235-1111
admit@umkc.edu
120 Administration Center
5115 Oak St.
Kansas City, MO 64110-2499

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, located 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.

Students with Disabilities
816-235-5696
www.umkc.edu/disability
Students who wish accommodations under the Americans with Disabilities Act must be registered with the Office of Services for Students with Disabilities.
Financial Aid and Scholarships

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

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

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

Our staff is ready to assist you. Stop by our office at 101 Administrative Center, 5115 Oak St., call 816-235-1154, or send an e-mail to finaid@umkc.edu. Information is also available at www.sfa.umkc.edu.

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

Set up Your Single Sign-on (SSO)

Your single sign-on is used to log on to computers in UMKC computer labs, access PayRoos payment Web site, check your grades at the end of the semester and more. It is also the first part of your UMKC e-mail address, which is the official way UMKC will communicate with you. You should set up your single sign-on as soon as you have been admitted, and begin checking your UMKC e-mail regularly.

Look up your single sign-on here: https://auth1.umkc.edu/secure/apr.asp

Set up your initial password here: https://auth1.umkc.edu/secure/al.asp

Mathematics Entrance Tests

http://cas.umkc.edu/math/
To register for Math 110 (College Algebra), Math 206 (Brief Calculus & Matrix Algebra) or Math 210 (Calculus I), you must:
1. Pass the associated online Mathematics Entrance Test.
2. Then meet with your academic adviser to receive permission to register for the course.

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

How to take an entrance test
Login to Blackboard with your SSO:
http://blackboard.umkc.edu

If you do not see the Mathematics Entrance Tests on your “My UMKC Bb,” you must self-enroll for the tests in Blackboard by following these steps:
1. Click on the Mathematics Entrance Test page, read the instructions for the test, then click on it and proceed.
3. You have 35 minutes.

Basic facts about the online Mathematics Entrance Tests
- Have scratch paper and a pencil or pen handy.
- Pick a time when you won’t be interrupted or distracted.
- Each entrance test has a 35-minute time limit. Blackboard provides a timing bar at the lower left of your screen to show the time elapsed since you began the test. If you exceed the time limit, no score is recorded.
- You may take any entrance test as many times as you like, because a new, equivalent test is randomly generated each time you start a new test.
- Each test consists of mostly multiple choice questions. Occasionally there may be a fill in the blank, matching, or multiple answer question.
- Each question is worth one point. Your entrance test score is the number of questions you answer correctly out of the total number of questions on the test. Wrong answers are not penalized.

After you pass a Mathematics Entrance Test:
Contact your academic adviser to complete an add/drop form, with both your signature and your adviser's signature, to get permission to register in the course associated with the entrance test you passed.

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

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

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. You may also need to contact your adviser to add or drop courses.

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. Students on probation must get advising before they can register for classes.

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. The Registration Office 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.

College of Arts and Sciences

http://cas.umkc.edu/advising

Arts and Sciences Academic Advising Office: 9 Scofield Hall (basement)
816-235-1148

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:

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.

A&S Students on Probation

If you are on academic probation or on a contract, you must be advised in Scofield Hall, room 9, before you will be released for registration. This advising cannot be completed by telephone. Call 816-235-1148 for more information.

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 freshmen (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 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
Derek Moorhead, Coordinator
23 Scofield Hall, 816-235-6094

Pre-Medicine, Pre-Dental, Pre-Health
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
129 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
School of Biological Sciences

http://sbs.umkc.edu

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
- B.S. in biology with cellular and molecular basis of health and disease (pre-med)
- B.S. in biology with bioinformatics emphasis
- B.S. in biology with biotechnology emphasis
- B.S. in biology with pre-dental concentration
- B.S. in medical technology
- B.A. in biology

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 through the school:
- Interdisciplinary Ph.D.
- M.S. in cellular and molecular biology
- M.A. in biology

School of Graduate Studies

www.umkc.edu/sgs
300F Administrative Center
816-235-1161

Graduate students are expected to become familiar with the general graduate academic regulations in the UMKC Graduate Catalog, www.umkc.edu/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.

School of Law

www.law.umkc.edu

Complete registration information can be found online at www1.law.umkc.edu/academic/courses.htm.

Dean’s Office
1-200 Law School
816-235-1644

Registrar
816-235-1688

Student Services
816-235-1654

Withdrawal from Classes:
A student enrolled in a course cannot unilaterally withdraw from it but must secure permission from the associate dean to do so, and must follow prescribed withdrawal procedures. A student who is not in good standing in the course at the time of withdrawal (has earned a grade of ‘F’ at that point) will receive a grade of ‘F’ for the course.
Henry W. Bloch School of Business and Public Administration

www.umkc.edu/bloch

Student Services Coordinators:
Walk-in advising is available Monday-Thursday from 9-11 a.m. and 1-4 p.m. in Bloch room 115. Other times available by appointment. Call 816-235-2215 for more information.

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 adviser 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

www.umkc.edu/sce

General Questions
Contact the office of the dean.
816-235-2399
534 Flarsheim Hall

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

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 and Dance

www.umkc.edu/conservatory

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 Feb. 1 for the final 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. 4. The 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. 12-16. Please notify the Associate Dean's Office prior to Jan. 12 if you plan to take the exams in the winter semester. Doctoral Comprehensive Exams in music theory and music history will be given on two consecutive Saturdays. The theory and history exam dates are Feb. 17 and 24.
**School of Education**

**Teacher Education**
Undergraduate education majors are required to meet with an academic adviser in student services prior to registering each semester. Applicants to a teacher education certification and/or degree program must pass the C-BASE test and complete a special application packet by March 1 (priority deadline) or July 2 (final deadline) 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 graduate students.

**Advisers**
- Samantha Hardy, 816-235-2621
- Amy Hinkhouse, 816-235-2474

**Dean’s Office**
347 Education Building
Ginny Miller, Assistant Dean
816-235-1473

**Questions**
School of Education
Student Services Office
129 Education Building
816-235-2234
education@umkc.edu
www.umkc.edu/education

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

**School of Nursing**

**www.umkc.edu/nursing**

123 Health Sciences Building

Undergraduate students should review their CAPS report, their plan of study and the class schedule and come prepared with their plan for the upcoming semester before an advising appointment. Pre-nursing students must meet with their academic adviser prior to registering for classes. BSN, RN-BSN and MSN students must speak to their academic adviser.

**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**

**www.umkc.edu/pharmacy**

Provisional freshmen, pre-pharmacy students and students enrolled in the 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 prior to each semester.

Please check the bulletin board outside the Pharmacy Student Services office or go to www.umkc.edu/pharmacy and select “current students” for schedule announcements. Students who do not complete required courses or who receive a grade below C must make an appointment with an adviser in the Pharmacy Student Services office 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. Undergraduate and professional students should adhere to all regulations within the UMKC catalog.

Pharmacy graduate students must meet with major faculty advisers to plan 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.

**Academic Advisers**
- Marilee Congrove
  Katz Pharmacy Bldg., room 113C
  816-235-1613

- Traci Parker-Gray
  Katz Pharmacy Bldg., room 113B
  816-235-5734

**Student Affairs**
- Shelly Janasz, director
**PACE (Program for Adult College Education)**

http://cas.umkc.edu/pace

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 adviser. 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 students the ability to achieve 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 in Scofield Hall for additional information or advising.

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**Continuing Education**

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

- **College of Arts and Sciences** 816-235-2736
- **School of Business and Public Administration** 816-235-2215
- **School of Education** 816-235-1188
- **Conservatory of Music** 816-235-2741
- **School of Dentistry** 816-235-2022
- **School of Law** 816-235-1648
- **School of Pharmacy** 816-235-1616

**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 degree requirements.

**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 developed to integrate 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.
Searchable Class Schedule
www.umkc.edu/sched

The searchable online class schedule is updated every morning with open/closed class information. It allows you to search by:
- Department
- Class Days
- Credit Hours
- Course
- Instructor
- And much more

UMKC OneStop
http://onestop.umkc.edu

OneStop, your source for information and services at UMKC.
- View your class schedule
- Look up your registration appointment time
- Update your address
- Find quick links to pay your bill, check your grades and much more

My Class Scheduler
www.umkc.edu/registrar/myclassscheduler/

Select the classes you want to take and watch as the scheduler arranges them all for you. All you have to do is print out your selected schedule and go register.
Registering for Classes

Once you have decided on classes to take, you can register yourself. Touch-tone and Web registration are simple ways to register for classes. You can register, drop and add courses and access your grades without coming to campus. During priority enrollment, continuing students cannot register before their assigned registration appointment times. Students may look up their registration appointment time at http://onestop.umkc.edu two to three weeks before registration begins.

Late Registration Fee
A fee of $35 will be charged to students who register beginning Jan. 8.

PIN (Personal Identification Number)
During your initial contact with the touch-tone or STAR system, you must enter your birth month and birth date (four digits in the MMDD format). You will then be asked to assign yourself a new four-digit PIN. If you forget your PIN, you may call or e-mail the Registration Center to request it be reset.

Accessing Touch-tone 816-444-8008
2 Course Inquiry: Find out where a course meets or if it is closed
3 Registration
2 register and/or add courses
3 drop courses
5 hear your schedule
6 change sections of a course
9 confirm your registration
4 Grade Inquiry: Hear your grades the week after finals end
Semester Codes (i.e. 372006 for fall 2006)
FS (37) - Fall Semester
SS (77) - Summer Session
WS (97) - Winter/Spring Semester
5 Schedule Inquiry: Hear your semester class schedule and priority registration appointment time
6 Account Payment Information:
1 Learn how to pay your fees by credit card
2 hear your enrollment status
3 account information and refund status
5 verify your residency status
7 Change your PIN

Accessing STAR
- Go to www.umkc.edu/registrar/star
- Choose “new user” the first time you access STAR to download “Host-On-Demand”
- When the CL/Supersession menu appears, choose UMKC-STAR Student Data Access
- Put your cursor on the green line next to “UMKC” and press “Enter”
- Select option two by typing a “2” and pressing “Enter”
- Enter your student ID and PIN and follow the menus

Registration Messages:
When you register, there may be restrictions that prohibit you from registering in any classes, or adding a particular class. Click on the reference number for the course on the online searchable schedule for more information.

Advising Hold: If advising is required for you, you may have an academic advising hold. Make an appointment with your academic adviser and they will release this hold during the appointment.
Consent Number: If a class is limited to a specific population of students, you may have to get a four-digit consent number to add it to your schedule.

Level Restriction: This course is restricted for a certain level of student (i.e. juniors, seniors or graduate students).
Academic Unit Restriction: This course is restricted to students in a specific academic unit.
Degree Program Restriction: This course is restricted to students in a specific major.
Overload: Undergraduates are restricted to 17 credit hours in the Winter/Spring semester.
Conflict: The class you have selected occurs at the same time as another class you have selected or overlaps with another class.

For questions regarding any registration messages, contact the Registration Center.

Hours for Touch-tone and STAR:
Monday – Friday 7:30 a.m. – 8 p.m.
Saturday 7:30 a.m. – 5 p.m.
Sunday 1-9 p.m.

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

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

Registration Center Hours
Monday, Thursday, Friday: 8 a.m. – 5 p.m.
Tuesday, Wednesday: 8 a.m. – 6 p.m.

Dropping a Class
You may drop classes in the same way you register for classes. Always confirm your withdrawal by printing a copy of your class schedule from STAR or obtaining a copy from the Registration Center. If you have any problems or questions when dropping a class, contact the Registration Center at 816-235-1125.

IMPORTANT: No one (including faculty and advisers) can withdraw for you. Your signature (or PIN) is required to withdraw you from any class. Check the withdrawal deadlines in the academic calendar on page one. Undergraduate and graduate student withdrawal deadlines differ and are strictly enforced. If you require advising or have questions, contact your academic adviser before withdrawing.

Official Withdrawals
Official withdrawals can be done by mail when a student is unable to appear in person (for example, if you are out of town or suffering from an illness or accident) or if the Registration Office 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, giving notice to an instructor, stopping payment on a check used to pay fees, crossing out courses on a schedule, returning only partial payment to the Cashier’s Office or verbal notice to any University office.
# Class Schedule Worksheet

Use this sheet to plan the days and times for your classes. View available classes at www.umkc.edu/sched.
Or use the MyClassScheduler at www.umkc.edu/registrar/myclassscheduler/.

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Student Number: ____________________________  Student Name: ____________________________

Major: ____________________________  Priority Registration Appointment Time: __________________________
(see http://onestop.umkc.edu for your scheduled registration appointment time)

Look-up the information below in the schedule of classes available online at www.umkc.edu/sched.

<table>
<thead>
<tr>
<th>Add, drop, or change (circle one)</th>
<th>Reference Number (5 digits)</th>
<th>Department &amp; Course Number</th>
<th>Consent Number (if required)</th>
<th>Course Title</th>
<th>Cr Hr</th>
<th>Audit</th>
<th>Instr Perm OK</th>
<th>Full Class OK</th>
<th>Instructor Signature (audit, special permission, full class, after 1st week)</th>
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Mark through any unused lines above.

Total Credit Hours: ______

Student Signature: ____________________________  Date: __________

Adviser Signature: ____________________________  Date: __________

Required if your academic unit requires advising or whenever an instructor signature is required.

Dean (or representative) Signature: ____________________________  Date: __________

Required to add a class after the 20th class day.

Once you have decided on your schedule, register yourself for classes:
1. Online at www.umkc.edu/registrar/star
2. On the phone at 816-444-8008
3. Mail, fax, or bring this form in-person to the Registration Office

Registration Office
115 Administrative Center
5115 Oak Street
Kansas City, MO 64110
Phone: 816-235-1125
Fax: 816-235-5513
Paying Your Fees

Credit Card
(MasterCard or Discover)
Credit card payments can be made online at www.umkc.edu/~payroos from any computer with Internet access. 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. Computers are available in the Self-Service Center, 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 minimum amount due that is indicated on the invoice. Your anticipated aid does not apply as the minimum payment.

Get Out of Line!
How to use PayRoos
2. Click on “Student Login,” a new window will open.
3. Type in your UMKC SSO ID and password and click “Submit.”
4. You now have multiple options available to you:
   a. Display Bill – bills are only generated once a month. The drop-down menu lists the billing dates. If you have changed your registration since the last billing date, your ‘most recent bill’ will not reflect those changes.
   b. Display Current Activity – this link will display any registration, adds, drops or payments made since the most recent bill was generated.
   c. Display Pending Activity – shows any payments made that are not reflected on the “current activity.”
5. You can make a payment from the “Display Bill” and/or the “Display Current Activity” screen by clicking the “Pay now” button.
   a. Click the circle next to the amount you want to pay (and enter the amount if you selected “Pay Other”).
   b. To pay by check, click the “Pay By Check” button and follow the on-screen instructions.
   c. To pay by credit card: There is a 2.75 percent service charge on all credit card payments. UMKC only accepts MasterCard and Discover. Click the “pay by credit” button and you will be redirected to a University of Missouri system Web site for making credit card payments.
6. Setting up authorized users – you may give other people access to your billing information via PayRoos. Authorized users can view 12 months of previous bills and make payments toward your student account.
   a. Click “Maintain Authorizations.”
   b. Enter the person’s e-mail address.
   c. Click “Create a New Authorized User.”
   d. You will have to enter their address and phone number.
   e. Click “Submit.”
   f. Click “Confirm.”

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 nonpayment. 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 refund policy.

Minimum Payment
A minimum payment (at least 25 percent of your balance due) is required by the first payment deadline regardless of when a student registers for courses in 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/Spring 2007 is due by 5 p.m. Jan. 5. 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).
**Fee Refund Schedule**

**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.

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

### Fee Payment Schedule Winter/Spring 2007

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<tr>
<th>Date Registered</th>
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<th>Date Registered</th>
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<th>Date Registered</th>
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<tr>
<td>Oct. 30 - Nov. 22</td>
<td>Nov. 22</td>
<td>Dec. 15</td>
<td>20%</td>
<td>Dec. 19</td>
<td>Jan. 5</td>
<td>20%</td>
<td>Jan. 22</td>
<td>Feb. 20</td>
<td>20%</td>
<td>Feb. 26</td>
<td>March 20</td>
<td>20%</td>
<td>March 26</td>
<td>April 20</td>
<td>20%</td>
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<tr>
<td>After Jan. 22*</td>
<td>33% due at registration</td>
<td>Feb. 26</td>
<td>March 20</td>
<td>33%</td>
<td>March 26</td>
<td>April 20</td>
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Students registering for classes after Dec. 19 will not receive any billing statement until Jan. 22. In order to hold classes, a minimum payment is due by 5 p.m. on Friday, Jan. 5. Students can access their bills on a daily basis by checking their fee statements on Pay-Roos. *Jan. 7 is the last date to register for winter/spring semester without a late registration fee.

**Are there exceptions to the refund policy?**
The assistant registrar for records 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/register/petition.asp. Requests for exceptions must be submitted in writing with supporting documentation to the Records Office. Decisions of the assistant 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 are my fees due?**
Fee payment is due by the first day of the semester. Winter/Spring students who participate in priority registration Oct. 30-Nov. 17 will be billed in five installments. Any unpaid balance is subject to a 1 percent finance charge. 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. Student accounts will be assessed an additional collection charge when it is referred to a collection agency.

**Important:** You are responsible for your fees even if you do not receive a billing statement. If you register after Dec. 19, 2006, you will not receive a billing statement before the first due date — Jan. 5.

**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. 8.

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/adminfinance/finance/cashiers/. (Note: If financial aid is less than fees, the minimum amount due must be paid to hold classes and apply aid to charges.)

**Drops and adds must occur on the same day to avoid fee discrepancies.**
### Winter/Spring 2007 Fees

(1) Student Programs User Fee: Breakdown of Incidental Fees (assessed on the first 12 hours):
   - University Center Fee $5.80, Athletic Fee $4.12, Student Activity Fee $4.10, Physical Activity Fee $0.64

(2) Information Technology Fee

(3) Student Health Fee

(4) ASUM Fee: 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.

(5) Student Center: Multipurpose Building and Student Center fees are assessed only once each semester.

<table>
<thead>
<tr>
<th>Resident Fees</th>
<th>Educational Fee (1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>Total</th>
<th>(5)</th>
<th>Building</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$227.30</td>
<td>$14.66</td>
<td>$11.30</td>
<td>$3.61</td>
<td>$0.15</td>
<td>$257.02</td>
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<tr>
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<tr>
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<td>$471.32</td>
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<tr>
<td>Law LLM</td>
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<td>$544.82</td>
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<tr>
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<tr>
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<td>Medicine (1-2)</td>
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<td>Dentistry, Grad</td>
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<td>Dental DDS*</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Non-Resident Fees</th>
<th>Educational Fee (1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>Total</th>
<th>(5)</th>
<th>Building</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
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<td>Pharmacy*</td>
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<tr>
<td>Medicine (3-6)*</td>
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</tr>
<tr>
<td>Dentistry, Grad</td>
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<td>$14.66</td>
<td>$11.30</td>
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<td>$0.15</td>
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<tr>
<td>Dental DDS* *Flat Rate</td>
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</tr>
</tbody>
</table>

**Other Fees**

Late registration: $35

Applied music fee: $186.50 per semester

Undergraduate Computer Science and Engineering course fee: $50.50 per credit hour

Clinical nursing fee: $149.90 per credit hour

**Graduate Cluster Fee**

- Engineering: $50.50 per credit hour
- Computer Science: $50.50 per credit hour
- Accountancy: $29.90 per credit hour
- Business Administration: $29.90 per credit hour

**Late Fees**

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. In addition, there is a 1 percent finance charge on all unpaid balances.
Non-Resident 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, 120 Administrative Center.

Metro Rate
The Metro Rate is a program benefiting 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.

Missouri Taxpayers Scholarship
If you had a Missouri income tax liability for 2005, you may be entitled to pay reduced fees even if you are a resident of another state. For detailed instructions and applications, visit www.umkc.edu/adminfinance/finance/cashiers.

Part-time Non-resident Scholarship
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 scholarships.

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.

UMKC Pathway Coming April 2007
An all new, easier, more accessible way to communicate with the University.

Larry's Student Center

Academics
Enrollment
My Class Schedule
Wish List
Add a Class
Drop a Class
Academic History
Grades
Degree Progress
other academic...

Deadlines
URL
Gradebook

Search For Classes

Hold
No Holds.

To Do List
No To Do's.

Enrollment Dates
Open Enrollment Dates

Advisor
Program Advisor
Cara Anderson

doctor

You’ll have 24/7 access to:
• Register in classes
• Pay your bill
• View your class schedule
• Check your grades
• View and update your address
• And much more!

Watch for the Summer/Fall Registration and Enrollment Guide in March for information and instructions on how to use this new resource. Visit www.umkc.edu/registrar/sis for more information.
Winter/Spring Semester 2007

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.

- Final exams of multi-sectional Math 110 courses are scheduled for Saturday, April 28.
- Final exams of first-year foreign language courses are scheduled for Saturday, April 28.
- Final exams for courses regularly meeting on Saturdays will be Saturday, April 28.
- W or R exams conflicting with MW or TR exams will be Saturday, April 28.
- Reserved for exams lasting three hours: Saturday, April 28, 8:30-11:30 a.m. and 1-4 p.m.
- Final exam for Chemistry 212L (lab courses) are scheduled for Saturday, April 21.

Winter/Spring 2007 Day Classes

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

Winter/Spring 2007 Evening Classes

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Regular Meeting Days</th>
<th>Final Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30-7 p.m.</td>
<td>M</td>
<td>Monday, April 30, 5:45-7:45 p.m.</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>T</td>
<td>Tuesday, May 1, 5:45-7:45 p.m.</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>W</td>
<td>Wednesday, May 2, 5:45-7:45 p.m.</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>R</td>
<td>Thursday, May 3, 5:45-7:45 p.m.</td>
</tr>
<tr>
<td>5:30/6 p.m.</td>
<td>MW</td>
<td>Monday, April 30, 5:45-7:45 p.m.</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>TR</td>
<td>Tuesday, May 1, 5:45-7:45 p.m.</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>M</td>
<td>Monday, April 30, 8-10 p.m.</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>T</td>
<td>Tuesday, May 1, 8-10 p.m.</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>W</td>
<td>Wednesday, May 2, 8-10 p.m.</td>
</tr>
<tr>
<td>7-9:45 p.m.</td>
<td>R</td>
<td>Thursday, May 3, 8-10 p.m.</td>
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<td>7 p.m.</td>
<td>MW</td>
<td>Monday, April 30, 8-10 p.m.</td>
</tr>
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<td>7 p.m.</td>
<td>TR</td>
<td>Tuesday, May 1, 8-10 p.m.</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>MW</td>
<td>Monday, April 30, 8-10 p.m.</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>TR</td>
<td>Tuesday, May 1, 8-10 p.m.</td>
</tr>
</tbody>
</table>
Undergraduate Assessment Exams

The University Board of Curators and the state of Missouri require assessment testing of all undergraduate students. Failure to take the required exam(s) prior to graduation will result in a hold placed on your file which will delay receipt of your degree. For more information on the assessment tests, or to register for an assessment testing session, visit the assessment Web site at www.umkc.edu/provost/assessment.

Academic Profile
Undergraduate students who have completed more than 70-90 credit hours are eligible to sit for the Academic Profile. All undergraduate students must take the Academic Profile prior to their graduation or their degree will be delayed until the requirement has been fulfilled.

Students who apply to graduate in the summer term must complete the academic profile if they have not already done so.

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 credit hours, and they must register for the test(s) once they have applied to graduate.

The specific exams administered through the Assessment Office are: biology, business, chemistry, computer science, Conservatory, history, mathematics, physics, political science and psychology.

Testing session dates will appear after the first day of classes when you access the registration Web site at www.umkc.edu/provost/assessment. Choose a date for each test and submit. You may reschedule by going back and choosing another date.

E-mail notifications will be sent on the UMKC e-mail system to all students who have become eligible to take the Academic Profile (70-90 credit hours) and/or who have applied to graduate and must fulfill these requirements prior to graduation. Additional notifications and reminders will be sent throughout the semester. These requirements should also be on your advisers' graduation requirement checklist.

Registration for all assessment tests is online at www.umkc.edu/provost/assessment.

Graduation and Commencement

www.umkc.edu/commencement

Graduation takes place three times per year at UMKC, at the end of each winter/spring, summer and fall semester. However, commencement ceremonies are held only at the end of the fall and winter/spring semesters.

Apply to Graduate
An application for graduation form is required of all students. The application for graduation form initiates the degree check process. The form is available in the UMKC Records Office and in most advising offices on campus. The form should be completed and submitted at the beginning of the academic year prior to graduation. In order to graduate in any given semester, students must apply prior to the deadline for that semester which is the end of the fourth week of classes in fall and winter/spring semesters and at the end of the second week of classes in summer semesters.

Order Regalia
There are graduation fairs in October and March where you can order regalia for the commencement ceremony as well as graduation announcements, class rings and other graduation memorabilia at 10 percent off. After the graduation fair, visit the UMKC Bookstore to purchase graduation related items.

Diplomas
Diplomas are available so that students may pick them up in person beginning 30 days following the last final exam for the semester. They are located in the UMKC Records Office at 5115 Oak St., AC 115, and students must present photo identification to pick up their diplomas. Diplomas not picked up in person will be mailed to students beginning 45 days following the last final exam using the address supplied on the application for graduation form.
University 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 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

Academic English for Non-native Speakers; Cross-Cultural Studies
The Applied Language Institute has programs to prepare non-native English speakers for academic study, or for business or personal reasons. The Intensive English Program includes classes from Level 1 (beginner) through Level 4 (advanced). Individual classes cover the skills of speaking and listening, reading and vocabulary, writing and grammar. These courses are listed under English 101 through English 105. Two of the classes, English 104G (Advanced Grammar) and English 104C (Advanced Reading and Vocabulary), carry elective credit toward graduation in the College of Arts and Sciences.

The Institute offers special assistance for academically-admitted students who need to improve their English. Classes are available for non-native speakers who are preparing for the TOEFL, GRE, GMAT or other standardized tests in English.

Composition and Cross-Cultural Classes:
For writers whose first language is not English, the Institute offers special sections of the required undergraduate composition courses, English 110A and English 225A.

The Institute's cross-cultural classes, A&S 210 and A&S 310, are offered for all native and non-native speakers interested in exploring issues of cultural communication for academic or business reasons, or for travel or other personal reasons. For more information, contact the Applied Language Institute office at 816-235-1233.

Bookstores
www.umkcbookstore.com
816-235-BOOK

Course Materials
Owned and operated by the University of Missouri, the UMKC Bookstores provide a wide array of educational materials and a variety of services. Student success hinges on having the necessary resources at the right time and the right price. We work to ensure students get only the textbooks that are needed and are spared unnecessary costs. That’s why UMKC Bookstores make every effort to carry as many used textbooks as possible, as they cost 25 percent less than new textbooks. To support creative growth and discovery, we carry bestsellers, fiction, non-fiction and academic titles. UMKC Bookstores also carry a variety of school and office supplies, as well as college living essentials. Need something special to show your college spirit? Come browse through our large selection of UMKC clothing and gifts. Other convenient services include: Textbook Reservation Program, Textbook Buyback, Graduation Fairs, the Booker's Dozen reading rewards program and Special Order programs.

Technology Is Affordable and Easy
At RooTech, located inside the main bookstore, UMKC students are automatically eligible for special savings on technology hardware, software and supplies. Look no further for a technology package that is user friendly and residence hall ready. A valid UMKC ID is necessary to obtain educational pricing.

Textbook Buyback
There aren't too many items that can be purchased, used for a several months and then returned to the store for cash. During the last two weeks of the Fall and Winter semesters, an independent wholesale book company conducts book buyback to help the campus bookstore fill the textbook department with used books required for the upcoming semester. At this time, students can sell back their textbooks for cash. If an instructor has requested a particular book for the next semester, the bookstore will pay up to 50 percent of the new price until the order is filled. Even if you originally bought the book for used price, you'll still get 50 percent of the new price if the book is needed. If a textbook is not required for the upcoming semester or if an instructor has not yet turned in their order, the wholesale book company may buy back your books to fill orders at other colleges and universities. If the book has value, the company may offer up to 35 percent of the new book price. Students can receive buyback e-mail alerts from the UMKC Bookstores, as well as check the value of their textbooks online. The bookstore also offers the “Used Book Classifieds,” which allows students to sell books to each other privately. Just visit umkcbookstore.com and select the “Sell a Book” feature.

Convenient Payment Options
Customers may use cash, personal checks, credit cards (Mastercard, Visa and Discover), UMKC Bookstore gift cards and Student Charge. A valid photo ID is required for check transactions and a valid UMKC ID is required to student charge. Student Charge is available for financially enrolled students. Student Charge allows students to purchase bookstore items with their UMKC ID and charge it to their University account. Financial enrollment means that a student has made the minimum educational fee payment for the academic semester. A student may not Student Charge if they are not officially enrolled for the current semester. A student may charge a maximum of $1,000 per semester. Once the limit is reached, another form of payment is needed. Making a payment to your University of Missouri bill will not adjust the balance back to $1,000.

Returns
We guarantee any item we sell without reservation. For most items, we will gladly make an exchange, credit or refund within 10 days of your purchase. Proof of purchase is required. Items must be returned in original, saleable condition. Computer software must include a valid, transferable license. Additional restrictions apply; see stores for details.

Course Material Returns Provisions
For regular classes in the Fall, Winter and Summer terms, we extend our usual grace period to accommodate course material returns within 14 days from the first official day of classes, or two days from the purchase date after the 14 day period.
For special sessions and weekend classes, you may return course materials until the mid-point of the class meetings. Course materials purchased the last two weeks of any term are not eligible for return.

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/infoportals/students.asp

Information Services provides a variety of computer services to students. For additional information, visit the Web site above or contact the UMKC Call Center at 816-235-2000 or callcenter@umkc.edu. A student computer resource guide is also available at the Call Center at 4825 Troost, room 102, or online at www.umkc.edu/is/studentguide.

Counseling and Testing Services
www.umkc.edu/cht
4825 Troost, room 206
816-235-1635
cbtc@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.

UMKC Dining Services
www.umkc.edu/foodservice

UMKC Dining Services offers a wide array of formats and menu options. From early morning until late at night, dining services is open to accommodate most schedules. We have several residential meal plans, commuter meal plans and faculty/staff plans designed to meet your unique dining needs… from brick oven pizza to fresh fruit smoothies to gourmet bagels, and much more. We’ve built a menu as diverse and exciting as the UMKC community.

Locations
All-You-Care-to-Eat Dining Experience, located on the ground level of the University Center, offers all-you-care-to-eat-and-drink deli, pizza, salad, grill, international dishes and homemade entrees. M-F: 7 a.m.-7 p.m., Sat.-Sun.: 11 a.m.-7 p.m.

Freshens Smoothies Frozen Treats, located on the ground level of the University Center, offers fresh blended fruit smoothies, frozen yogurt treats and hot pretzels. M-Th.: 10 a.m.-10 p.m., F: 10 a.m.-5 p.m.

UMKC Café, located on the ground level of the University Center, offers Starbucks gourmet fair-trade coffee, pastries, packaged sandwiches and packaged salads.

M-Th.: 7 a.m.-10 p.m., F: 7 a.m.-5 p.m.

Café a la Cart, located at the School of Dentistry (lunch only), offers freshly made sandwiches and salads, as well as hot entrees and sides. M-F: 11:30 a.m.-1:30 p.m.

Einstein Bros. Bagels, located in Royall Hall, offers gourmet coffee, bagels, deli, soups and more. M-Th.: 7 a.m.-7 p.m., F: 7 a.m.-2 p.m.

Meal Plans Available
There are a wide variety of meal plans available. For more information, visit our Web site or contact one of the offices listed below:

Residential students
(Oak Street and Cherry Street)
816-235-8840

Commute students, faculty and staff
816-235-1412

Sodexho/UMKC Dining Services general manager 816-235-1077

Catering Services
UMKC Dining Services also offers a three-tiered catering program designed to meet the diverse needs of the campus. Catering services can be reached at 816-235-1076.

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/.

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 as they are entered beginning three business days after the last scheduled final. Official grade reports and transcripts are available one week after the last scheduled final. If you have a question about your grade, you should first contact your instructor. Information on the grade appeal process is available 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 service offices located in academic units. Students can enroll in the insurance plan up to 30 days after the first day of class. 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. Call the Information Center at 816-235-5555 for the current hours of operation.

KCASE Student Exchange
www.umkc.edu/registrar/kcase.asp

As a member of the Kansas City Area Student Exchange, UMKC offers full-time undergraduates 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; approval to do so may be granted only in exceptional circumstances at the discretion of the academic unit. 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 at least eight weeks prior to the start of the term.

Math Resource Center
www.umkc.edu/cad/mrc
205 SASS Building

The Math Resource Center (MRC) provides 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 ensure 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. Permits can be obtained at Parking Operations, room 221 at the Administrative Center, 5115 Oak St., or at www.umkc.edu/adminfinance/parking.

Paging 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 parking permits (meter debit cards) are available in Parking Operations.

Parking Permits
Day as well as night permits are available on a semester basis: fall, winter or summer. Multi-semester permits are also available in the fall and winter/spring semesters.

Day Student Permit Parking
Day student parking permits are valid 24-hours a day in the student-permit lots.

Night 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.

Disability Permit Parking
Individuals who require disability parking should contact the Parking Operations Office at 816-235-5256.

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. 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 councils, academic honor societies and many others.

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 opportunities, as well as scholarships, can be found at the Center, 5325 Rockhill Road, 816-235-5759 or at www.umkc.edu/international.

Student Health and Wellness
www.umkc.edu/cht/health
4825 Troost, room 115
816-235-6133
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.

Hours:
M, Th, F 8:30 a.m. - 5 p.m.
T, W 8:30 a.m. - 6:30 p.m.
Students with Disabilities  
www.umkc.edu/disability  
131 University Center  
816-235-5696  
disability@umkc.edu  

The Office of Services for Students with Disabilities is committed to making the UMKC campus a welcoming and supportive environment for people with disabilities. We are here to help you gain equal access to the learning environment. Contact us soon and see how we can help.

Supplemental Instruction (SI)  
www.umkc.edu/cad/SI  
816-235-1166

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 an SI leader who has already taken the course and earned a high grade.

Swinney Recreation Center  
www.umkc.edu/src  
816-235-1556

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.

Writing Center  
http://cas.umkc.edu/writingcenter  
816-235-1146

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/Spring Semester Hours  
Monday-Wednesday, 8 a.m.-8 p.m.  
Thursday, 8 a.m.-3 p.m.  
Friday, 8 a.m.-noon  
Saturday, 9 a.m.-3 p.m.

WEPT (Written English Proficiency Test)  
http://cas.umkc.edu/english/programs/writing/wept.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 on page one, contact the Department of English, or look for campus postings for specific times and dates.

Where do I get exam materials?  
Roo Prints, 102 Royall Hall, one week before the exam.

Can I get help for the WEPT?  
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 (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://blackboard.umkc.edu. Students who have passed the WEPT will have it indicated on their transcript.

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.
Important Policies

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

To request access, contact the following offices:

**Student Financial Aid**
Jan Brandow, Director
Administrative Center, 5115 Oak St.

**Disciplinary Records**
Jeff Traiger, Interim Director
Student Life Office
University Center

**Student Health Records**
Sandra Hardley
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 requests must be made to the officials named above for access to records desired. (Students desiring reproduction of education records will be charged a per copy rate based on current actual reproduction costs.)

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

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

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

UMKC designates as "Directory Information—Public Information" the following categories of information: student name, address, telephone number, e-mail address, student level, full- and part-time status, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. A student wishing to restrict the release of "Directory Information" pertaining to him or her is to advise the Registrar's Office in writing. Any student wishing to obtain a copy of the complete guidelines governing the protection of the privacy of student records under the Public Law may do so by going to this Web site: www.ed.gov/policy/gen/guid/fpco.

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

Access for Speech- or Hearing-Impaired People

If a student has speech or hearing impairments, that student may 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 816-235-1232 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/adminfinance/police/csrasp.
UMKC E-mail: The Address for Success

All UMKC students are assigned an e-mail address with the "umkc.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, fee payment, etc.

Visit https://auth1.umkc.edu/secure/apr.asp to set up your initial password.

If you have technical questions about your UMKC e-mail address, contact the IS Call Center at 816-235-2000.
Abbreviations correspond to building notations from the schedule of classes issued by Registration and Records.

Your Guide to Class Locations

Getting Around

Virtual Tour

http://www.umkc.edu/virtualtour

Virtual Tour

102 Royall Hall, 5258
905 E. 24th Avenue
Community Annex
5310 Holmes
Institute for Professional Preparation

35th and Holmes Streets
Hospital Hill

Virtual Tour

http://www.umkc.edu/virtualtour