For the latest updates and class schedules, visit www.umkc.edu/registrar.
Table of Contents

Academic Calendar ................................................................. 1
Admissions ................................................................. 4
Advising ................................................................. 6
Henry W. Bloch School of Business and Public Administration ....9
College of Arts and Sciences ........................................... 7
Conservatory of Music and Dance ....................................9
Continuing Education .......................................................... 12
Fees ................................................................. 15-18
Final Exam Calendar .......................................................... 2
Financial Aid ................................................................. 6
Graduation ................................................................. 19
HelpLine ................................................................. 25
Important Policies .............................................................. 24
Mathematics Entrance Tests ............................................. 6
PACE ........................................................................... 12
Registering for Classes ...................................................... 13-14
School of Biological Sciences ........................................... 8
School of Computing and Engineering ................................ 9
School of Education ........................................................... 10
School of Graduate Studies ............................................... 8
School of Law ................................................................. 8
School of Nursing .............................................................. 11
School of Pharmacy ........................................................... 10
Single Sign-On ................................................................. 5
Special Courses ............................................................... 12
Undergraduate Exit Examinations ..................................... 18
University Services ............................................................ 19-23
Where to Go for Help .......................................................... 3

Quick guide to registration and enrollment

New students start here
1. Apply for admission ................................................. page 4
2. Set up your Single Sign-On .................................... page 5
3. Apply for financial aid ............................................. page 6
4. Take Math Entrance Tests ...................................... page 6
Continue to step 5

Returning students start here
5. Meet with your academic adviser ......................... pages 6-12
6. Pick your class schedule and register ............ pages 13-14
7. Pay your fees ........................................................ page 15-18
8. Get your student ID ................................................. page 21
9. Purchase your textbooks ......................................... page 19
10. Buy a parking pass ................................................ page 22

Questions? See our quick reference guide on page 3.
## Academic Calendar

For up-to-date information, see [www.umkc.edu/registrar/acal.asp](http://www.umkc.edu/registrar/acal.asp).

### Spring 2008

<table>
<thead>
<tr>
<th>Registration Dates</th>
<th>16-week</th>
<th>1st 8-week</th>
<th>2nd 8-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority registration begins</td>
<td>Oct. 29</td>
<td>Oct. 29</td>
<td>Oct. 29</td>
</tr>
<tr>
<td>Open registration begins</td>
<td>Nov. 26</td>
<td>Nov. 26</td>
<td>Nov. 26</td>
</tr>
<tr>
<td>Last day for a 100 percent refund</td>
<td>Jan. 13</td>
<td>Jan. 13</td>
<td>March 9</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Jan. 14</td>
<td>Jan. 14</td>
<td>March 10</td>
</tr>
<tr>
<td>Late registration begins ($35 fee)</td>
<td>Jan. 18</td>
<td>Jan. 16</td>
<td>March 12</td>
</tr>
<tr>
<td>Last day to add without instructor signature</td>
<td>Jan. 18</td>
<td>Jan. 16</td>
<td>March 12</td>
</tr>
<tr>
<td>Last day to change audit to credit</td>
<td>Jan. 18</td>
<td>Jan. 16</td>
<td>March 12</td>
</tr>
<tr>
<td>Last day for 80 percent refund</td>
<td>Jan. 18</td>
<td>Jan. 16</td>
<td>March 12</td>
</tr>
<tr>
<td>Last day for 60 percent refund</td>
<td>Jan. 18</td>
<td>Jan. 18</td>
<td>March 14</td>
</tr>
<tr>
<td>Last day for 40 percent refund</td>
<td>Feb. 4</td>
<td>Jan. 24</td>
<td>March 19</td>
</tr>
<tr>
<td>Last day to change credit to audit (undergrad)</td>
<td>Feb. 8</td>
<td>Jan. 28</td>
<td>March 21</td>
</tr>
<tr>
<td>Last day to drop with no record</td>
<td>Feb. 11</td>
<td>Jan. 28</td>
<td>March 21</td>
</tr>
<tr>
<td>Last day for 20 percent refund</td>
<td>Feb. 11</td>
<td>Jan. 28</td>
<td>March 21</td>
</tr>
<tr>
<td>Last day to withdraw with “W”</td>
<td>March 7</td>
<td>Feb. 11</td>
<td>April 11</td>
</tr>
<tr>
<td>Last day to withdraw with “W” or “WF” (undergrad)</td>
<td>March 21</td>
<td>Feb. 18</td>
<td>April 18</td>
</tr>
<tr>
<td>Last day to withdraw with “W” or “WF” (grad)</td>
<td>May 2</td>
<td>March 7</td>
<td>May 9</td>
</tr>
<tr>
<td>Last day to change credit to audit (grad)</td>
<td>May 2</td>
<td>March 7</td>
<td>May 9</td>
</tr>
<tr>
<td>Last day of class</td>
<td>May 2</td>
<td>March 7</td>
<td>May 9</td>
</tr>
<tr>
<td>Final exams</td>
<td>May 5-9</td>
<td>Last Class</td>
<td>Last Class</td>
</tr>
</tbody>
</table>

* Because students have access to drop classes on Pathway 24/7, some of these dates may fall on the weekend.

### Fall 2007

- Oct. 29: Priority registration begins for Spring 2008
- Nov. 19-25: Thanksgiving Holiday (no classes)
- Nov. 26: Open registration begins for Spring 2008
- Nov. 29: Last day of classes (Law)
- Dec. 3: Exams begin (Law)
- Dec. 14-15: Fall Commencement
- Dec. 22: Fall grades available to view on Pathway
- Dec. 24-Jan. 1: University closed

### Spring 2008

- Jan. 7-16: Walk-in Review Days
- Jan. 2: Dental clinic course work begins
- Jan. 10: Law course work begins
- Jan. 21: Martin Luther King, Jr., Birthday Observance (no classes)
- Feb. 8: Deadline to apply for Spring 2008 graduation
- March 24-30: Spring Break
- April 7: Priority registration begins for Summer and Fall 2008
- April 24: Last day of Law classes
- April 28: Open registration begins for Summer and Fall 2008
- April 28: Law exams begin
- May 1-2: College of Arts and Sciences reading days
- May 10: Commencement

### Holidays/Scheduling

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

### Diplomas

Diplomas may be picked up in the Records Office 30 days after the end of the semester. The remaining diplomas will be mailed beginning 45 days after the semester ends.
Spring Semester 2008

- Common final exams of multi-sectional Math 110 and Math 210 courses are scheduled for 8 a.m.-1 p.m. Saturday, May 3.
- Final exams of first-year foreign language courses are scheduled for 1-7 p.m. Saturday, May 3.
- Final exams for courses regularly meeting on Saturdays will be Saturday, May 3.
- W or R exams conflicting with MW or TR exams will be Saturday, May 3.
- Reserved for exams lasting three hours: 8:30-11:30 a.m. and 1-4 p.m. Saturday, May 3.
- Final exam for Chemistry 211L (lab courses) are scheduled for Saturday, April 26.

Spring 2008 Day Classes

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Regular Meeting Days</th>
<th>Final Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-8:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>8-10 a.m. Monday, May 5</td>
</tr>
<tr>
<td>8-8:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>10:30 a.m.-12:30 p.m. Monday, May 5</td>
</tr>
<tr>
<td>9-9:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>1-3 p.m. Monday, May 5</td>
</tr>
<tr>
<td>9-9:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>3:30-5:30 p.m. Monday, May 5</td>
</tr>
<tr>
<td>10-10:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>8-10 a.m. Tuesday, May 6</td>
</tr>
<tr>
<td>10-10:30 a.m.</td>
<td>TR TRS TWRF</td>
<td>10:30 a.m.-12:30 p.m. Tuesday, May 6</td>
</tr>
<tr>
<td>11-11:30 a.m.</td>
<td>MW MWF MTWF MWRF</td>
<td>1-3 p.m. Tuesday, May 6</td>
</tr>
<tr>
<td>11-11:30 a.m.</td>
<td>TR TWRF</td>
<td>3:30-5:30 p.m. Tuesday, May 6</td>
</tr>
<tr>
<td>Noon-12:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>8-10 a.m. Wednesday, May 7</td>
</tr>
<tr>
<td>Noon-12:30 p.m.</td>
<td>TR TWRF</td>
<td>10:30 a.m.-12:30 p.m. Wednesday, May 7</td>
</tr>
<tr>
<td>1-1:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>1-3 p.m. Wednesday, May 7</td>
</tr>
<tr>
<td>1-1:30 p.m.</td>
<td>TR TWRF</td>
<td>3:30-5:30 p.m. Wednesday, May 7</td>
</tr>
<tr>
<td>2-2:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>8-10 a.m. Thursday, May 8</td>
</tr>
<tr>
<td>2-2:30 p.m.</td>
<td>TR TWRF</td>
<td>10:30 a.m.-12:30 p.m. Thursday, May 8</td>
</tr>
<tr>
<td>3-3:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>1-3 p.m. Thursday, May 8</td>
</tr>
<tr>
<td>3-3:30 p.m.</td>
<td>TR TWRF</td>
<td>3:30-5:30 p.m. Thursday, May 8</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>MW MWF MWRF</td>
<td>8-10 a.m. Friday, May 9</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>TR TWRF</td>
<td>10:30 a.m.-12:30 p.m. Friday, May 9</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>MW MWF MWRF</td>
<td>1-3 p.m. Friday, May 9</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>TR TWRF</td>
<td>3:30-5:30 p.m. Friday, May 9</td>
</tr>
</tbody>
</table>

Spring 2008 Evening Classes

<table>
<thead>
<tr>
<th>Class Time</th>
<th>Regular Meeting Days</th>
<th>Final Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:30-7 p.m.</td>
<td>M</td>
<td>5:45-7:45 p.m. Monday, May 5</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>T</td>
<td>5:45-7:45 p.m. Tuesday, May 6</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>W</td>
<td>5:45-7:45 p.m. Wednesday, May 7</td>
</tr>
<tr>
<td>4:30-7 p.m.</td>
<td>R</td>
<td>5:45-7:45 p.m. Thursday, May 8</td>
</tr>
<tr>
<td>5-5:30 p.m.</td>
<td>MW</td>
<td>5:45-7:45 p.m. Monday, May 5</td>
</tr>
<tr>
<td>5:30-6 p.m.</td>
<td>TR</td>
<td>5:45-7:45 p.m. Tuesday, May 6</td>
</tr>
<tr>
<td>7-7:45 p.m.</td>
<td>M</td>
<td>8-10 p.m. Monday, May 5</td>
</tr>
<tr>
<td>7-7:45 p.m.</td>
<td>T</td>
<td>8-10 p.m. Tuesday, May 6</td>
</tr>
<tr>
<td>7-7:45 p.m.</td>
<td>W</td>
<td>8-10 p.m. Wednesday, May 7</td>
</tr>
<tr>
<td>7-7:45 p.m.</td>
<td>R</td>
<td>8-10 p.m. Thursday, May 8</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>MW</td>
<td>8-10 p.m. Monday, May 5</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>TR</td>
<td>8-10 p.m. Thursday, May 8</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>MW</td>
<td>8-10 p.m. Monday, May 5</td>
</tr>
<tr>
<td>8:30 p.m.</td>
<td>TR</td>
<td>8-10 p.m. Tuesday, May 6</td>
</tr>
</tbody>
</table>
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 and internship opportunities, as well as résumé and job search assistance and practice interviews. The Center sponsors numerous career days/employer fairs during academic year.

Center for Academic Development
210 SASS Building
816-235-1174
www.umkc.edu/cad
Provides support services that help students attain their academic goals. Programs include Supplemental Instruction (SI), Video-based Supplemental Instruction (VSI), the Math Resource Center (MRC), the UMKC Coaching Program, Upward Bound and Jumpstart.

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.

International Student Affairs Office
International Center
5235 Rockhill Road
816-235-1113
www.umkc.edu/isao
Coordinates the admissions of international students to undergraduate, professional and graduate programs. International Student Affairs is responsible for issuing government forms for international students and scholars to obtain their visas and advises international students on immigration-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
Admissions
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. 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 Spring semester will continue through Jan. 4.
Applicants who have not received notification of a decision by then should call or visit the Admissions Office the week of Jan. 7-11 to discuss the status of their application. There is a $35 non-refundable application fee.

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 2007 semester, you 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
You can check your admissions status at pathway.umkc.edu. You will receive your Pathway user ID and password via e-mail after you apply. 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

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 (Student Housing Assistance and Referral Program). For assistance or to schedule a campus tour, call the center.

Students with Disabilities
816-235-5696
131 University Center
www.umkc.edu/disability
Students who need accommodations under the Americans with Disabilities Act must be registered with the Office of Services for Students with Disabilities.

International Admissions
816-235-1113
5235 Rockhill Road
www.umkc.edu/isoa
This office is authorized under federal law to enroll nonimmigrant students. Please contact the International Student Affairs Office for an application and information regarding international admissions.

Walk-in Review Days
Spring: Jan. 7-11
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 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 of Music and Dance, 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, six-year medical and pharmacy programs admit students for the Fall Semester only.

Admissions, Cashiers, Financial Aid and Registration Office Hours for Jan. 7-11, 14-16:
8 a.m.-6 p.m., Monday-Thursday,
8 a.m.-5 p.m., Friday

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 of Music and Dance, 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, six-year medical and pharmacy programs admit students for the Fall Semester only.

Admissions, Cashiers, Financial Aid and Registration Office Hours for Jan. 7-11, 14-16:
8 a.m.-6 p.m., Monday-Thursday,
8 a.m.-5 p.m., Friday

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 2007 semester, you 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
You can check your admissions status at pathway.umkc.edu. You will receive your Pathway user ID and password via e-mail after you apply. 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

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 (Student Housing Assistance and Referral Program). For assistance or to schedule a campus tour, call the center.

Students with Disabilities
816-235-5696
131 University Center
www.umkc.edu/disability
Students who need accommodations under the Americans with Disabilities Act must be registered with the Office of Services for Students with Disabilities.

International Admissions
816-235-1113
5235 Rockhill Road
www.umkc.edu/isoa
This office is authorized under federal law to enroll nonimmigrant students. Please contact the International Student Affairs Office for an application and information regarding international admissions.

Walk-in Review Days
Spring: Jan. 7-11
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 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 of Music and Dance, 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, six-year medical and pharmacy programs admit students for the Fall Semester only.

Admissions, Cashiers, Financial Aid and Registration Office Hours for Jan. 7-11, 14-16:
8 a.m.-6 p.m., Monday-Thursday,
8 a.m.-5 p.m., Friday

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 2007 semester, you 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
You can check your admissions status at pathway.umkc.edu. You will receive your Pathway user ID and password via e-mail after you apply. 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
Set up your Single Sign-On (SSO)
www.umkc.edu/launch

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

Outlook E-mail
www.umkc.edu/exchange
Outlook e-mail gives you instant access to campus e-mail, along with a personal calendar and address book.

Pathway
pathway.umkc.edu
Pathway allows access to information about your admission status; the ability to register, add and drop classes; current account balance and direct link to online bills and QuikPay online payment site; the ability to accept or decline financial aid; and the ability to add, remove, or change your address and phone number.

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

OneStop
onestop.umkc.edu
OneStop is UMKC’s central point of online information for students, faculty and staff.

Computer Labs
www.umkc.edu/is/labs
Information Services (IS) provides computer resources to all currently enrolled students. These resources include but are not limited to:
• six computer labs, computers running Windows XP
• file storage space
• adaptive equipment (for persons with visual disabilities or wheelchair access needs)
• digital scanner (for document, image, slide and negative scanning) and
• 150 pages of printing per week.

How do I find out my SSO?
New students are automatically assigned a Single Sign-On (SSO) which is also known as a User ID. Your SSO was e-mailed or mailed to you when you applied for admission. If you do not know your SSO, you can get it by visiting www.umkc.edu/is/userpassword.asp and click on “Student Password Recovery Web page” and then click on “First Time Users” and follow the prompts. Your SSO will be displayed on the screen, but it will not be e-mailed to you.

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

How do I set-up the password for my SSO?
If you know your SSO and need to set or reset your UMKC password, go to www.umkc.edu/is/userpassword.asp and click “Student Password Recovery Web Page.” Then click “Current Users.”

You will need the following information to reset your password:
• UMKC SSO (username)
• Date of birth
• UMKC Student ID number
• The last four digits of your Social Security Number

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

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

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

www.sfa.umkc.edu

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

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

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

They are 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

Mathematics Entrance Tests

cas.umkc.edu/math/mathentrance.htm

To register for Math 110 (College Algebra), Math 206 (Brief Calculus and Matrix Algebra) or Math 210 (Calculus I), you must:
1. Pass the associated online Mathematics Entrance Test.
2. 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 to ensure you do 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
Log in 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 the “Courses” tab.
2. In the “Course Search” box, type “mathematics.”
3. Click the “GO!” button.
4. The three course sites titled “Mathematics Entrance Test for College Algebra,” “Mathematics Entrance Test for Brief Calculus and Matrix Algebra” and “Mathematics Entrance Test for Calculus I” will appear. Click the “Enroll” button next to the test you want.
5. When the “Self-Enrollment” screen appears, click the “Submit” button.
6. On the next screen, click “OK”.
7. Once your submission is accepted, click the “My UMKC Bb” tab.
If you do see your desired Mathematics Entrance Test on “My UMKC Bb,” then:
1. Click on the Mathematics Entrance Test name and continue.

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

Basic facts about the online Mathematics Entrance Tests
• Have scratch paper and a pencil 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, but a new, equivalent test is randomly generated each time you start a new test.
• Each test consists of mostly multiple choice questions. Occasionally there may be a fill in the blank, matching, or multiple answer question.
• Each question is worth one point. Your entrance test score is the number of questions you answer correctly out of the total number of questions on the test. Wrong answers are not penalized.

After you pass a Mathematics Entrance Test:
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 Registration
If advising is required for you, your adviser must release your name in the computer before you can register.

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

Academic Probation
Students are expected to maintain a grade point average that meets or exceeds the minimum as established for their degree program. If a student's GPA falls below the minimum, the student will be placed on some form of probation or will become ineligible for further study at UMKC. If a student becomes ineligible they may petition to their academic unit for continued enrollment or to another academic unit for acceptance. Each academic unit establishes the minimum GPA necessary to be in good academic standing and determines what form of probation is appropriate for students who are not in good standing. Students are responsible for knowing the GPA requirements of their academic unit. For more information about academic probation, contact an academic adviser in the appropriate academic unit. Students on probation must get advising before 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. Administrative holds also are applied for some non-financial reasons (such as academic ineligibility, disciplinary actions, missing admissions documents, etc.). You can view which office has applied an administrative hold in the Pathway Student Self-Service Center.

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

cas.umkc.edu/advising

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

All undergraduate students are encouraged to seek advising every semester before registering for classes. The Arts and Sciences Advising Office sees undergraduate students either by appointment or walk-in. Hours for the Arts and Sciences Advising Office are:

By appointment
9 a.m.-noon, 1-6 p.m. Monday-Tuesday
9 a.m.-noon, 1-5 p.m. Wednesday-Thursday
9 a.m.-noon, 1-4 p.m. Friday

By walk-in
9-11 a.m., 1-4 p.m. Monday-Thursday
9-11 a.m., 1-3 p.m. Friday

For students in one of the specialized programs below (APP, Pre-Law, etc.) call the number listed to make an appointment. For all other students, call 816-235-6093 to make an appointment.

A&S Students on Probation
If you are on academic probation or on an academic 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 must meet with an adviser and obtain 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 theater 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 theater. (Go directly to the 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:

Advanced Preparation Program (APP)
Cecelia Brewer, Coordinator
17 Scofield Hall, 816-235-2586

Pre-Law
Derek Moorhead, Coordinator
23 Scofield Hall, 816-235-6094

Pre-Medicine, Pre-Dental, Pre-Health
Cary Lyon, Director
22 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
546 Flarsheim Hall, 816-235-1193

PACE
Jewel Allers, Student Services Coordinator
104 Scofield Hall, 816-235-2533
Undergraduate students enrolled in biological sciences programs need an adviser's approval before registering. Small group advising is required for all freshmen and is optional for all other students. For those who choose not to attend group advising, online advising is available through Blackboard. Appointments for small 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 plan of study and the SBS Undergraduate Programs Handbook, and then prepare a tentative schedule for the adviser's approval.

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

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

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

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.
Henry W. Bloch School of Business and Public Administration

www.umkc.edu/bloch

Student Services Coordinators
Walk-in advising is available 1-4 p.m. Monday, 9-11 a.m. and 1-4 p.m. Tuesday-Wednesday and 9-11 a.m. Thursday 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

Pre-Engineering, Civil and Mechanical Engineering Advising
352 Flarsheim Hall
Phone: 816-235-5550
Fax: 816-235-1260

Degree Options in Civil and Mechanical Engineering (CME)
B.S. in Civil Engineering
B.S. in Mechanical Engineering
M.S. in Civil Engineering
M.S. in Mechanical Engineering

Pre-Engineering, Electrical and Computer Engineering, Computer Science and Information Technology Advising
546 Flarsheim Hall
Phone: 816-235-1193
Fax: 816-235-5159

Degree Options in Electrical and Computer Engineering (CS/ECE)
B.A. in Computer Science
B.S. in Computer Science
Bachelor of Information Technology
B.S. in Electrical and Computer Engineering
M.S. in Computer Science
M.S. in Electrical 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. The exam will be held from 9 a.m.-1 p.m. Jan. 10.

Master’s and Doctoral Comprehensive Exams
Master’s Comprehensive Exams will be given during the weeks of Feb. 18-22. Notify the Associate Dean’s Office prior to Jan. 11. Doctoral Comprehensive Exams in music theory and music history will be given on two consecutive Saturdays. The theory and history exam dates are Feb. 23 and March 1. Notify the Associate Dean’s Office prior to Jan. 11 if you plan to take the exams in the Spring semester.

Undergraduate Advising
816-235-2900
Graduate Advising
816-235-2900
Associate Dean for Academic Affairs
816-235-2900

Student Services Coordinators:
Crystal Bevell, Kristen Moore
**School of Education**
www.umkc.edu/education

**Teacher Education**
Undergraduate education majors are required to meet with an academic advisor in Education 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 the appropriate deadline: final deadline of March 3 for middle school, secondary and K-12 students; priority deadline of March 3 for early childhood and elementary and final deadline of July 1.

**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.

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

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

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

**Academic Advisers**
129 Education Building
Samantha Hardy, 816-235-2621
Amy Hinkhouse, 816-235-2474

**School of Pharmacy**
pharmacy.umkc.edu

1219 Health Sciences Building
2464 Charlotte, Kansas City, MO 64108
816-235-1613

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. Students on probation or on contract must meet with their faculty adviser or PDA and then set up an appointment with an academic adviser prior to registering. Go to pharmacy.umkc.edu and select “current students” for specific registration information and 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 for enrollment release prior to each 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.

**Student Services**
Marilee Congrove, academic adviser
Traci Parker-Gray, academic adviser
Shelly Janasz, director

**School of Medicine**
www.med.umkc.edu

Complete information on the School of Medicine’s Curriculum and Evaluation policies can be found at www.umkc.edu/medicine/curriculum and www.med.umkc.edu/admin/sections/councils/evaluation/coepolicymanual2007.pdf.

Students enrolled in Medicine or BMS courses must be previously admitted to the School of Medicine’s combined B.A./M.D. program or the M.D. degree program. All students are required to meet with an adviser prior to registration.

**Student Affairs and Academic Affairs**
**Year 1 & 2 Office**
816-235-1344
www.umkc.edu/medicine/sa/Year1&2.htm

**Student Affairs Office (Hospital Hill)**
816-235-1900
www.umkc.edu/medicine/sa/studentaffairs.asp

Withdrawal from Classes
UMKC School of Medicine students enrolled in a course can not unilaterally withdraw, but must first secure advice from an adviser and permission from the Council on Curriculum.
School of Dentistry

www.dentistry.umkc.edu

Registration information will be provided via e-mail to each dental, dental hygiene and graduate dental student. Students outside of the School of Dentistry must obtain permission to register in any School of Dentistry course from the associate dean for Academic Affairs and the dental school's registrar.

Dean’s Office
650 E. 25th St., room 440
816-235-2010

Registrar
816-235-2081

Student Programs
816-235-2080

School of Nursing

www.umkc.edu/nursing

Pre-Nursing
Pre-nursing students should review their degree audit and meet with their academic adviser prior to registering for classes. Come prepared to your appointment with your specific course plan.

Pre-licensure B.S.N. Students
BSN students should review their degree audit, their plan of study, the class schedule and be prepared with their specific course plan for the upcoming semester prior to their advising appointment. Students on probation must first meet with their faculty mentor prior to speaking to their academic adviser. All immunizations and required documentation must be on file prior to registering.

R.N.-B.S.N. Students
RN-BSN students must adhere to their plan of study or touch base with their academic adviser prior to registering for classes. All immunizations and required documentation must be on file prior to registering.

Beginning FS07, RN-BSN students are not required to make contact with their faculty mentor or academic adviser (Lauren Klemmer) in order to be cleared for enrollment. Please feel free to contact your faculty mentor at any time.

Jo Klaassen is the faculty mentor for students whose last name falls between (A-L), and Anita Skarbek is the faculty mentor for students whose last name falls between (M-Z). Note that any student who is on academic probation, must contact their assigned faculty mentor prior to enrolling for the next semester in order to be cleared for enrollment.

Graduate Certificate
Advanced Education in General Dentistry (AEGD)
Endodontics
Oral and Maxillofacial Radiology
Oral and Maxillofacial Surgery
Orthodontics and Dentofacial Orthopedics
Pediatric Dentistry
Periodontics
Interdisciplinary Ph.D.

Graduate Students
All graduate students must adhere to their plan of study or touch base with an academic adviser prior to registering for classes. All immunizations and required documentation must be on file prior to registering.

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 Dentistry

The School of Dentistry maintains a policy of mandatory attendance for all scheduled classroom, laboratory and clinical courses.

Withdrawal
Any student desiring to withdraw from their dental program must submit their request to withdraw in writing to the Associate Dean for Academic Affairs. Prior to final approval to withdraw, students must obtain clearance through each designated department.

Degrees offered through this school
Bachelor of Science in Dental Hygiene
Doctor of Dental Surgery
Master of Science in Dental Hygiene Education
Master of Science in Oral Biology
Continuing Education

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

College of Arts and Sciences ....................................................... 816-235-2736
School of Business and Public Administration .............................. 816-235-2215
School of Education ..................................................................... 816-235-1188
Conservatory of Music and Dance .............................................. 816-235-2741
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.

Pace (Program for Adult College Education)
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 weekend, weekend and independent study format. PACE courses are normally presented in 12-hour blocks, arranged by theme or issue. There are also numerous Internet, Web-assisted and second eight-week 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.) 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. 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.

While there is no major associated with the B.L.A., students can meet B.A./B.S. general degree requirements through the PACE program. In conjunction with designated disciplines, students can incorporate the PACE curriculum while pursuing 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 film studies, family studies, computer and information technology and gerontology. 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.

For information about online courses, visit blackboard.umkc.edu.
Registering for Classes

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

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

Pathway Help
For a tutorial on how to register for classes in the new Pathway system, visit www.umkc.edu/registrar/pathway.asp or e-mail pathway@umkc.edu.

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

Late Registration Fee
A fee of $35 will be charged to students who register once the term begins.

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

Enrollment Shopping Cart
In order to register for classes, you must first place them in your enrollment shopping cart. If you do not intend to take the classes, make sure to remove them from your shopping cart so the system does not automatically enroll you.

Registration Error Messages

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

This is not a valid class number.
The class number is the 5-digit reference number that tells the computer which section of a particular course you want to enroll in (eg. 45678). Spring class numbers all begin with the number 1, Summer class numbers begin with a 3 and Fall class numbers begin with a 4.

You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.
This is only a warning message. You have been enrolled in the class, but you should double-check with your advisor that it will count toward your degree. If you are re-taking a class to improve your GPA, you must complete a form in the Registrar’s office for the previous grade to be removed from your GPA.

You have a hold on your record. The hold on your record must be removed before this transaction can be processed.
There are multiple reasons you might see this message:
• Your registration appointment time has not yet arrived.
• You have not yet been admitted to UMKC. Contact the Admissions office at 816-235-1111.
• Open registration is over. To add classes, you will need to complete an add/drop form and obtain a signature from each instructor.

Unable to add this class—requisites have not been met. Check the class description for a list of enrollment requirements.
Some classes are restricted to students in specific majors or require a minimum number of credit hours completed. Click on the class number on the online class search for information on requisites for a particular class.

Unable to complete your request. You do not have access to perform this transaction at this time.
To view the holds on your record, return to Self-Service > Student Center. Holds are displayed in a blue box in the upper right-hand corner of the page.

Unable to add this class—term maximum exceeded. Adding this class would exceed the maximum number of units or courses allowed for this term.
You are trying to enroll in more credit hours than is permitted by your academic unit. See your academic advisor to request permission to take more hours.

You cannot drop this class. Dropping this class would put you below the minimum required units.
You may not drop all of your classes on Pathway. To drop all of your classes you must complete an exit interview and a form in the Registrar’s office.
Note: Law students must get a signature from the law school in order to drop below 12 hours.
Note: Athletes must get a signature from the Athletic Student Services office to drop below 12 hours.
Online Resources, 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 Pathway or obtaining a copy from the Registration Center. Withdrawing from classes does not release you from financial obligations to the University. See Page 2 for refund percentage deadlines. If you have any problems or questions when dropping a class, contact the Registration Center at 816-235-1125.

No one (including faculty and advisers) can withdraw for you. Check the withdrawal deadlines in the academic calendar on page 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 is closed or Pathway is down (for example, during a power outage) and you wish to receive a certain refund. The postmark on the envelope is used as the refund date.

Total Withdrawals
Students wishing to withdraw from all of their classes must complete an exit survey and a total withdrawal form. If you received financial aid for the Spring 2008 semester you may be required to pay back all or a portion of the aid you received. Forms are available to print from www.umkc.edu/registrar/forms.asp and can be mailed, faxed or brought in person to the Registrar's office.

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 Search
www.umkc.edu/sched

The new searchable online class schedule is updated in real time. It allows you to search by:
- Course subject
- Class Days
- Session
- Location
- Instructor

UMKC Pathway
pathway.umkc.edu

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

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 Pathway or obtaining a copy from the Registration Center. Withdrawing from classes does not release you from financial obligations to the University. See Page 2 for refund percentage deadlines. If you have any problems or questions when dropping a class, contact the Registration Center at 816-235-1125.

No one (including faculty and advisers) can withdraw for you. Check the withdrawal deadlines in the academic calendar on page 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 is closed or Pathway is down (for example, during a power outage) and you wish to receive a certain refund. The postmark on the envelope is used as the refund date.

Total Withdrawals
Students wishing to withdraw from all of their classes must complete an exit survey and a total withdrawal form. If you received financial aid for the Spring 2008 semester you may be required to pay back all or a portion of the aid you received. Forms are available to print from www.umkc.edu/registrar/forms.asp and can be mailed, faxed or brought in person to the Registrar's office.

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.

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 Pathway or obtaining a copy from the Registration Center. Withdrawing from classes does not release you from financial obligations to the University. See Page 2 for refund percentage deadlines. If you have any problems or questions when dropping a class, contact the Registration Center at 816-235-1125.

No one (including faculty and advisers) can withdraw for you. Check the withdrawal deadlines in the academic calendar on page 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 is closed or Pathway is down (for example, during a power outage) and you wish to receive a certain refund. The postmark on the envelope is used as the refund date.

Total Withdrawals
Students wishing to withdraw from all of their classes must complete an exit survey and a total withdrawal form. If you received financial aid for the Spring 2008 semester you may be required to pay back all or a portion of the aid you received. Forms are available to print from www.umkc.edu/registrar/forms.asp and can be mailed, faxed or brought in person to the Registrar's office.

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.
**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.

**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.

**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, by drop box or online. Payment by credit card – MasterCard or Discover – can be made online only. To access your bill and make an online payment visit pathway.umkc.edu.

**Class Cancellation Policy**
Classes are not automatically cancelled 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 fee 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.

**Fee Information**

### Sign up for direct deposit
Get your financial aid refunds automatically and more quickly. You can now manage and update your direct deposit information on Pathway. Login to Pathway and navigate to Self Service > Student Center and click the Manage Direct Deposit link.

### Fee Payment Schedule Spring 2008

<table>
<thead>
<tr>
<th>Registration Date</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
<th>Bill Date</th>
<th>Date Due</th>
<th>Amt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 27 and after*</td>
<td>Dec. 27</td>
<td>Jan. 20</td>
<td>33%</td>
<td>Jan. 25</td>
<td>Feb. 20</td>
<td>33%</td>
<td>Feb. 25</td>
<td>March 20</td>
<td>33%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Jan. 13 is the last date to register for Spring semester without a late registration fee.*
Paying Your Fees

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

To view and/or print your billing statement:
1. login to Pathway
2. navigate to Self Service > Student Center
3. click on “make a payment”
4. click the yellow continue button

You will be redirected to QuikPay. QuikPay opens in a new window, so you may have to disable pop-up blockers on your computer or hold down the CTRL key on your keyboard while you click the continue button.

You can pay your fees using a credit card (MasterCard and Discover only), check, or cash.

Credit Card
(MasterCard or Discover)
Credit card payments can be made online at pathway.umkc.edu from any computer with internet access. Pathway will redirect you to the University’s vendor for credit card processing, QuikPay. 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 St., and University Center Cashier’s window, first floor of the Administrative Center
- Pathway (e-check): visit pathway.umkc.edu.

Cash
- Cashier’s window only, first floor, Administrative Center

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.

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. See Page 2 for specific refund dates.

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

Are there exceptions to the refund policy?
The Registrar’s office is authorized to make exceptions in the application of the refund policy in unusual and extreme circumstances. The policy and form can be found at www.umkc.edu/registrar/petition.asp. Requests for exceptions must be submitted in writing with supporting documentation to the Registrar’s office. Decisions 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.

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

Important: You must make a minimum payment before classes begin. If you register after the first day of class, you must make a payment on that date. It is your responsibility to login to Pathway to view your billing statement.
**Spring 2008 Fees**

(1) **Student Programs User Fee**: Breakdown of incidental fees (assessed on the first 12 hours for Fall and first six hours for Summer): University Center fee $6.02, Athletic fee $4.28, Student Activity fee $4.25, Physical Activity fee $0.67

(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 for Fall and six hours for Summer.

(5) **Multipurpose Building fee** is assessed only once each semester.

### Resident Fees

<table>
<thead>
<tr>
<th></th>
<th>Ed. Fee</th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>Total</th>
<th>Multi bldg</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$235.90</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$266.71</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Graduate</td>
<td>$286.90</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$317.71</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Law JD</td>
<td>$458.40</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$489.21</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Law LLM</td>
<td>$534.70</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$565.51</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Pharmacy*</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>$8,236.01</td>
</tr>
<tr>
<td>Pharmacy, Graduate</td>
<td>$393.00</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$423.81</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Medicine (1-2)</td>
<td>$578.80</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$609.61</td>
<td>$30</td>
<td>$9,707.01</td>
</tr>
<tr>
<td>Medicine (3-6)*</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>$10,569.41</td>
</tr>
<tr>
<td>Grad Anesthesia*</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>$10,499.41</td>
</tr>
<tr>
<td>Dentistry, Graduate</td>
<td>$874.50</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$905.31</td>
<td>$30</td>
<td>$12,665.81</td>
</tr>
<tr>
<td>Dental DDS*</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>$11,823.81</td>
</tr>
</tbody>
</table>

### Nonresident Fees

<table>
<thead>
<tr>
<th></th>
<th>Ed. Fee</th>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>Total</th>
<th>Building</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$591.10</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$621.91</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Graduate</td>
<td>$740.80</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$771.61</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Law JD</td>
<td>$905.10</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$935.91</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Law LLM</td>
<td>$1,058.10</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$1,088.91</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Pharmacy*</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>$17,587.01</td>
</tr>
<tr>
<td>Pharmacy, Graduate</td>
<td>$892.30</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$923.11</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Medicine (1-2)</td>
<td>$1,157.60</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$1,188.41</td>
<td>$30</td>
<td>---</td>
</tr>
<tr>
<td>Medicine (3-6)*</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>$20,669.21</td>
</tr>
<tr>
<td>Grad Anesthesia*</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>$15,549.41</td>
</tr>
<tr>
<td>Dentistry, Graduate</td>
<td>$1,745.90</td>
<td>$15.22</td>
<td>$11.70</td>
<td>$3.74</td>
<td>$0.15</td>
<td>$1,776.71</td>
<td>$30</td>
<td>$24,865.41</td>
</tr>
<tr>
<td>Dental DDS*</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>$23,123.01</td>
</tr>
</tbody>
</table>

**Other fees**

- Late registration fee: $35
- Applied music fee: $193.60 per semester
- Undergraduate Computer Science and Engineering course fee: $52.40 per credit hour
- Clinical nursing fee: $155.60 per credit hour
- Geoscience lab fee: $10 per semester
- School of Education course fee: $10 per credit hour
- Studio Arts fee: $23.50 per credit hour
- Science lab fee: $10.40 per credit hour
- Media Studies lab fee: $26 per credit hour

**Graduate Cluster Fee**

- Engineering: $52.40 per credit hour
- Computer Science: $52.40 per credit hour
- Accountancy: $31 per credit hour
- Business Administration: $31 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.
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, 120 Administrative Center.

Metro Rate
The Metro Rate is a program benefiting undergraduate, nonprofessional 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 2006, 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 Nonresident Scholarship
Nonresident 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 increase or decrease the fees charged for attendance and other services at the University when the Board of Curators considers it in the best interest of the University to do so. Any increase in fees must be approved by the Board of Curators not less than 30 days prior to the beginning of the academic term (semester, etc.) to which these fees will be applied. Any changes in fees will be effective irrespective of whether fees have or have not been paid on behalf of the student prior to the effective date of the modification.

Undergraduate Exit Examinations
The University Board of Curators and the state of Missouri require exit examinations 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 exit examinations, or to register for an exit examination session, click on the Exit Examinations link on the Academic Assessment Web site at www.umkc.edu/provost/assessment.

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

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. Field-specific exams are administered in biology, business, chemistry, computer science, Conservatory of Music and Dance, history, mathematics, physics, political science and psychology.

Exit examination 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 exam and click 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 MAPP (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 adviser’s graduation requirement checklist.

Registration for all exit examinations 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 spring, summer and fall semester. However, commencement ceremonies are held only at the end of the fall and 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 one semester prior to graduation. In order to graduate in any given semester, students must apply prior to the deadline for that semester which is the end of the fourth week of classes in fall and spring semesters and at the end of the second week of classes in summer semesters.

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

Diplomas
Diplomas may be picked 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. 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 log on to the Pathway Student Self-Service Center to change your address, 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, nonfiction 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.

**Center for Academic Development**

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

The Center for Academic Development (CAD) provides support services that help students attain their academic goals. We promote access, retention, and academic excellence for students of all ages on our campus, in our community, and around the world. Programs include Supplemental Instruction (SI), Video-based Supplemental Instruction (VI), the Math Resource Center (MRC), the UMKC Coaching Program, Upward Bound and Jumpstart.

**Changing or Declaring a Major**

Students desiring to transfer from one major/plan 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.

**Coaching Program**

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

The Coaching Program serves trial admit, first-generation, and historically underrepresented freshmen and first-year transfer students. The goal of the program is to provide each student with the individual support and academic skills necessary to be successful at the university, and throughout their careers. The Coaching Program assists students in becoming engaged with the university community and promotes lifelong learning through critical thinking and social awareness. Coaching Program students are paired with a Peer Coach who works one-on-one with the student to set goals, refine study skills and explore resources at the University.

**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](http://www.umkc.edu/is/studentguide).

**Counseling and Testing Services**

[www.umkc.edu/chtc]

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. We’ve built a menu as diverse and exciting as the UMKC community.
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/.

Fellowships Advising Office
816-235-6230
www.umkc.edu/international

UMKC offers support to students for many nationally competitive and prestigious fellowships that can enhance your undergraduate education and future graduate work. The Fellowships Advising Office, located in the Center for International Academic Programs (CIAP), will help you learn about and apply for the fellowships that are right for you. These are merit-based awards given to individuals who have excelled academically and have demonstrated exceptional leadership and public service. The application process is rigorous, but the rewards are unparalleled: academic achievement, travel and financial support. Over the years, UMKC students have won prestigious awards such as the Fulbright, Truman, NSEP-Boren, Freeman-Asia and Rotary fellowships. Most national awards require that you work with the UMKC Liaison for Prestigious Fellowships as part of the application process: CIAP and the Liaison provide students with help on fine-tuning their application, reviewing drafts of personal statement and/or proposal, mock interviews and general assistance in understanding complicated fellowship procedures. For more information, check our Web site or make an appointment with the Liaison for Prestigious Fellowships, Dr. Linna Place.

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 Pathway. 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 services 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
816-235-1108

The Math Resource Center (MRC) provides free tutoring to UMKC 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, student solution manuals, videotapes, and content specific handouts are available, though students should bring their own notes from class, handouts and previous homework. Services are available on a drop-in basis.

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.

Parking Meters
Parking is available in the metered areas located throughout campus. Anytime a vehicle is parked in a metered space, the meter must be paid, even if a University parking permit was purchased and displayed on the vehicle. UMKC meter parkcards (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.

Student Activities
www.umkc.edu/stulife
G6 University Center
816-235-1407

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. Students can also take advantage of enrolling in free classes offered through Community. Class topics range from cooking classes to playwriting, from belly dancing to Wholistic health. Do Something Great, Get Involved!

Student Health and Wellness
www.umkc.edu/chtc/health
4825 Troost, room 115
816-235-6133
816-235-6103, pharmacy
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 selected medications as needed and provide health counseling on a variety of topics. SHW also provides immunizations, health information and health promotion activities. Appointments are strongly recommended. A part-time pharmacy is also available. SHW also sponsors a student peer education program that allows students to meet with classmates to review difficult and important course content. SI sessions are regularly-scheduled, informal reviews in which students compare notes, discuss concepts, develop organizational tools, and predict test items in order to better understand the material and earn a higher grade. Sessions are facilitated by an SI leader, who is a fellow peer who has already completed the course and has been trained to help students acquire the tools they need to be academically successful.
Services

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

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 UMKC student’s spouse can apply for a semester’s membership.

Writing Center  
http://cas.umkc.edu/writingcenter  
5201 Rockhill Road, second floor  
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  
8 a.m.-8 p.m. Monday-Wednesday  
8 a.m.-5 p.m. Thursday  
8 a.m.-noon Friday  
9 a.m.-3 p.m. Saturday

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 Spring semesters — at midterm and toward the end of the term — and once during the Summer. Check the above Web site for specific times and dates.

Where do I get exam materials?  
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 Web site above.

How can I find out whether I passed or failed the WEPT?  
About a month after you take the exam, the WEPT coordinator will e-mail you when the test results have been posted on Blackboard at http://blackboard.umkc.edu. Thus, it’s crucial that you give your UMKC e-mail user number when you take the WEPT. If you have not heard from the coordinator after a month, contact her at BowenLM@umkc.edu.

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

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
Sarah Lubischer, Director
Student Life Office
University Center

Student Health Records
Sandra Hardley
4825 Troost, Room 115

All other Educational Records
Doug Swink, Registrar
Administrative Center, 5115 Oak St.

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

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

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

Either party may appeal the decision of the hearing to the chancellor. Appeal from the chancellor's decision is to the president. Appeal from the president is to the Board of Curators. UMKC designates as "Directory Information-Public Information" the following categories of information: student name, address, telephone number, e-mail address, student level, full- and part-time status, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. A student wishing to restrict the release of "Directory Information" pertaining to him or her is to advise the Registrar's Office in writing. Any student wishing to obtain a copy of the complete guidelines governing the protection of the privacy of student records under the Public Law may do so by going to this Web site: www.ed.gov/policy/gen/uid/fpc/pco. Your name, local address and telephone numbers will be included in electronic or printed student directories unless restricted by you. Visit the Registrar's Office Web site at www.umkc.edu/registrar for the form to restrict your directory information.

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

Compulsory Eye Protection
A Missouri state law requires all students, faculty and visitors to wear an industrial-quality protective eye device when participating in courses of instruction that involve a potential eye hazard. Your class instructor will advise you as to the specific type of protection needed. Personal protective eye ware 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 provided training programs for supervisors to assist in achieving this objective.

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

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

Measles/Rubella Immunization Policy
In order to adequately protect its students at risk for communicable disease, UMKC requires a variety of immunizations for students identified as high-risk (i.e., residence hall students, international students and those enrolled in the schools of medicine, dentistry, pharmacy and nursing) These students will be notified by the appropriate campus office of specific immunization requirements pertaining to them.

Exemptions from immunizations are permitted for health and religious reasons. Students who exempt themselves from immunization for either reason must sign a University of Missouri exemption form (parents must sign for students under 18). For medical exemptions, the form must be completed by a physician. The form should be presented in lieu of actual immunization records to the office making the request. These records will be kept in the appropriate office with actual immunization records. For their own protection, students who have an exemption may be required to leave campus in case of an outbreak.

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

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

Statement of Human Rights
The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Affirmative Action Office, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs. Call 816-235-1232 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/csr.asp.
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 start time
- 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, Pathway, etc.

Visit www.umkc.edu/launch 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.
Your Guide to Class Locations

Abbreviations correspond to building notations from the schedule of classes issued by Registration and Records.

Virtual Tour
http://www.umkc.edu/virtualtour