# Table of Contents

- Academic Calendar .................................................1
- Admissions .............................................................5
- Advising .................................................................7
- Henry W. Bloch School of Business and Public Administration .......10
- College of Arts and Sciences ...................................8
- Conservatory of Music and Dance ................................10
- Continuing Education ............................................13
- Fees ........................................................................17-21
- Final Exam Calendar ...............................................3
- Financial Aid ............................................................6
- Graduation ..............................................................19
- HelpLine ...................................................................29
- Important Policies .................................................28
- Mathematics Entrance Tests .....................................7
- PACE........................................................................12
- Registering for Classes ........................................13-16
- School of Biological Sciences ..................................9
- School of Computing and Engineering ......................10
- School of Dentistry .................................................8
- School of Education ..............................................11
- School of Graduate Studies .....................................9
- School of Law .........................................................9
- School of Medicine ...............................................11
- School of Nursing ..................................................12
- School of Pharmacy ...............................................11
- Single Sign-On .......................................................6
- Special Courses ....................................................13
- Undergraduate Exit Examinations .............................22
- University Services ......................................... 23-27
- Where to go for help ...............................................4

---

## Quick guide to registration

New students start here.
1. Apply for admission ...........................................5
2. Set up your Single Sign-On ...............................6
3. Apply for financial aid .....................................6
4. Take Math Entrance Tests ................................7
5. Continue to step 5

Returning students start here.
5. Meet with your academic adviser ..................7-12
6. Pick your class schedule and register ..........13-16
7. Pay your fees ..............................................17-21
8. Get your student ID ......................................25
9. Purchase your textbooks ...............................23
10. Buy a parking pass ....................................26

---

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

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

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

For up-to-date information, see www.umkc.edu/registrar/acad.asp.

Fall 2008

November

3  First day of priority registration for continuing students for Spring 2009. Each student is assigned a specific date and time from Nov. 3-21. Check Pathway for your specific date and time.
Last day to turn in theses/dissertations to the School of Graduate Studies for format review for fall graduation.
5  Written English Proficiency Test (WEPT): Royall Hall, room 111
7  Last day for undergraduates to withdraw from Fall 2008 with assessment. Students will earn a W or WF on their transcript. WF grades calculate in the GPA like an F.
20  Last day of law classes.
24-30  Thanksgiving holiday (no classes)
27-28  Thanksgiving holiday (university closed)

December

1  Fall 2008 coursework resumes.
Open registration for continuing and new students for Spring 2009
Law exams begin.
4-5  College of Arts and Sciences Reading Days
5  Last day of Fall 2008 classes.
Last day for graduate students to withdraw with assessment.
Last day for graduate students to change audit to credit.
8-12  Final exams for Fall 2008
12  Fall Commencement (dates and times may vary, see www.umkc.edu/commencement)
16  Fall 2008 grades due to the Registration & Records Office
22  Fall 2008 grades available on transcripts

Spring 2009

January

5-9  Walk-in Review Days
5  Dental clinic course work begins
8  Law coursework begins
12  Coursework begins
16  Registration ends.
Last day to change audit to credit.
Last day for 100-percent educational fees adjustment.
19  Martin Luther King Jr., Birthday Observance (no classes)
26  Last date for 60-percent educational fees adjustment.
Fall 2008 degrees guaranteed to be posted on transcripts.
Fall 2008 diplomas available for pick up.

February

2  Last day for 40-percent educational fees adjustment.
6  Last day for undergraduates to change credit to audit.
9  University Census Date.
Last day to apply for Spring 2009 graduation.
Last day for 20-percent educational fees adjustment.
Last day to drop a class and have it not appear on your transcript.
Last day to swap classes.
Fall 2008 diplomas mailed to students.
25  Written English Proficiency Test (WEPT)

March

6  Last day to withdraw without assessment.
Students withdrawing after this date may receive a “WF” for “Withdraw Failing” if they are failing the class at the time they withdraw.
Last day to withdraw on Pathway. Students must come in person to the Registration & Records Office to withdraw after this date.
23-29  Spring Break (no classes)
30  Last day to turn in theses/dissertations to the School of Graduate Studies for format review for spring graduation.

April

6  First day of priority registration for continuing students for Summer and Fall 2009. Each student is assigned a specific date and time from April 6-24. Check Pathway for your specific date and time.
10  Last day for undergraduates to withdraw with assessment.
15  Written English Proficiency Test (WEPT)
23  Last day of law classes.
27  Open registration for continuing and new students for Summer and Fall 2009.
Law exams begin.
30  College of Arts & Sciences Reading Day

May

1  College of Arts & Sciences Reading Day
Last day of classes.
Last day for graduate students to withdraw with assessment.
Last day for graduate students to change audit to credit.
4-8  Final exams
8-9  Spring Commencement (dates and times may vary)
12  Spring 2009 grades due to Registration & Records Office
18  Spring 2009 grades available on transcripts

Holidays/Scheduling

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

Diploma

Diplomas may be picked up in the Registration & Records Office 40 days after the end of the semester. The remaining diplomas will be mailed beginning 60 days after the semester ends.
### Registration Dates

<table>
<thead>
<tr>
<th>Spring 2009</th>
<th>January Intersession</th>
<th>16-week</th>
<th>First 8-week</th>
<th>Second 8-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority registration begins</td>
<td>Nov. 3</td>
<td>Nov. 3</td>
<td>Nov. 3</td>
<td>Nov. 3</td>
</tr>
<tr>
<td>Open registration begins</td>
<td>Dec. 1</td>
<td>Dec. 1</td>
<td>Dec. 1</td>
<td>Dec. 1</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Dec. 15</td>
<td>Jan. 12</td>
<td>Jan. 12</td>
<td>March 9</td>
</tr>
<tr>
<td>Last day to add without instructor signature</td>
<td>Dec. 15</td>
<td>Jan. 16</td>
<td>Jan. 14</td>
<td>March 11</td>
</tr>
<tr>
<td>Last day for 60 percent refund</td>
<td>Dec. 17</td>
<td>Feb. 2</td>
<td>Jan. 22</td>
<td>March 18</td>
</tr>
<tr>
<td>Last day for 40 percent refund</td>
<td>Dec. 17</td>
<td>Feb. 6</td>
<td>Jan. 26</td>
<td>March 20</td>
</tr>
<tr>
<td>Last day to drop with no record</td>
<td>Dec. 18</td>
<td>Feb. 9</td>
<td>Jan. 26</td>
<td>March 20</td>
</tr>
<tr>
<td>Last day to swap classes</td>
<td>Dec. 18</td>
<td>Feb. 9</td>
<td>Jan. 26</td>
<td>March 20</td>
</tr>
<tr>
<td>Last day for 20 percent refund</td>
<td>Dec. 24</td>
<td>March 6</td>
<td>Feb. 9</td>
<td>April 10</td>
</tr>
<tr>
<td>Last day to withdraw with “W”</td>
<td>Jan. 6</td>
<td>April 10</td>
<td>Feb. 23</td>
<td>April 24</td>
</tr>
<tr>
<td>Last day to withdraw with “W” or “WF” (undergraduate)</td>
<td>Jan. 6</td>
<td>April 10</td>
<td>Feb. 23</td>
<td>April 24</td>
</tr>
<tr>
<td>Last day to withdraw with “W” or “WF” (graduate)</td>
<td>Jan. 9</td>
<td>May 1</td>
<td>March 6</td>
<td>May 8</td>
</tr>
<tr>
<td>Last day of class</td>
<td>Last class</td>
<td>May 4-8</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.*

**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 log in to Pathway to view your billing statement.

### Final Exam Calendar

#### Spring 2009
- Common final exams of multi-sectional Math 110 and Math 210 courses are scheduled for 8 a.m.-1 p.m. Saturday, May 2.
- Final exams of first-year foreign language courses are scheduled for 1-7 p.m. Saturday, May 2.
- Final exams for courses regularly meeting on Saturdays will be May 2.
- W or R exams conflicting with MW or TR exams will be Saturday, May 2.
- Reserved for exams lasting three hours: 8:30-11:30 a.m. and 1-4 p.m. Saturday, May 2.

### Final Exam Calendar - Spring 2009 Day Classes

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

### Final Exam Calendar - Spring 2009 Evening Classes

<table>
<thead>
<tr>
<th>Class time</th>
<th>Regular meeting days</th>
<th>Final time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:40-4:55 p.m.</td>
<td>M</td>
<td>5-7:45 p.m. Monday, May 4</td>
</tr>
<tr>
<td>4:40-4:55 p.m.</td>
<td>T</td>
<td>5-7:45 p.m. Thursday, May 7</td>
</tr>
<tr>
<td>4:40-4:55 p.m.</td>
<td>R</td>
<td>5-7:45 p.m. Tuesday, May 5</td>
</tr>
<tr>
<td>5:40-5:55 p.m.</td>
<td>M</td>
<td>5-7:45 p.m. Monday, May 4</td>
</tr>
<tr>
<td>6:40-6:55 p.m.</td>
<td>T</td>
<td>5-7:45 p.m. Thursday, May 7</td>
</tr>
<tr>
<td>7:40-7:55 p.m.</td>
<td>R</td>
<td>5-7:45 p.m. Tuesday, May 5</td>
</tr>
<tr>
<td>8:40-8:55 p.m.</td>
<td>M</td>
<td>5-7:45 p.m. Monday, May 4</td>
</tr>
<tr>
<td>9:40-9:55 p.m.</td>
<td>T</td>
<td>5-7:45 p.m. Thursday, May 7</td>
</tr>
<tr>
<td>10:40-10:55 p.m.</td>
<td>R</td>
<td>5-7:45 p.m. Tuesday, May 5</td>
</tr>
<tr>
<td>11:40-11:55 p.m.</td>
<td>M</td>
<td>5-7:45 p.m. Monday, May 4</td>
</tr>
</tbody>
</table>

### Evolution of the Roo

![1938 Roo](image1.png) 2004 2008
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
Maintains campus lost and found, and serves as a resource for campus, event and local information. Available by phone or in person from 8 a.m.-5:30 p.m. on Monday, Tuesday, Thursday, and Friday and 8 a.m.-7 p.m. Wednesdays.

Cashier’s Office
112 Administrative Center
816-235-1365
cashier@umkc.edu
816-235-1346
224 Administrative Center
Student Loan Office
Checks 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 and Science Resource Center (MSRC), 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
fmail@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. Visit the Web site for more information on intellectual diversity, grievance procedures and sexual harassment.

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/isso
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/admin/finance/parking
Police
4825 Troost Ave.
816-235-1315
www.umkc.edu/admin/finance/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
umkc-studentloans@umkc.edu
www.umkc.edu/admin/finance/finance/studentloans/
WEPT
See Page 27 for information.

Priority deadlines for undergraduate programs are:
Fall semester: April 1
Spring semester: Nov. 1
Summer semester: 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 completed by the deadline may still be considered for admission (except to selective programs). However, evaluation of previous credits may not be provided. Applicants who have not received notification of a decision by then should call or visit the Admissions Office the week of Jan. 5-9 to discuss the status of their application. There is a $35 non-refundable application fee when submitting an application online and a $45 non-refundable application fee for paper applications.

Walk-in Review Days
Spring: Jan. 5-9
During this week, new freshmen, transfer students, re-admitted 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, Cashier’s, Financial Aid and Registration office hours for Jan. 5-9 are 8 a.m.-6 p.m. Monday-Thursday and 8 a.m.-3 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.

Re-admission to Undergraduate or Graduate Study
If you have attended UMKC before but did not attend during the Fall 2008 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 www.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.

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. 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.
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 their 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 student through sources outside the University.

You are ready to assist you. Stop by our office at 101 Administrative Center, 5115 Oak St., call 816-235-1154 or e-mail finad@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: 02518
Priority deadline: March 1

Set up your Single Sign-On (SSO)

www.umkc.edu/launch

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

Outlook E-mail

outlook.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 payment options. There is also 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.

Mathematics Entrance Tests

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

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

How to take an entrance test

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

If you do not see the Mathematics Entrance Tests on your “My UMKC,” you must self-enroll for the tests in Blackboard by following these steps:
1. Click the “Education” drop down menu.
2. In the “Search Catalog” box, type “mathematics.”
3. Click the “GO!” button.
4. The course sites titled “Mathematics Entrance Test – College Algebra,” “Mathematics Entrance Test – Pre-calculus,” “Mathematics Entrance Test – Brief Calculus and Matrix Algebra” and “Mathematics Entrance Test – Calculus I” will appear.
5. Click the “Enroll” button next to the test you want.
6. When the “Self-Enrollment” screen appears, click the “Submit” button.
7. The final step, you must add yourself to the class by entering your SSO.

Basic facts about the online Mathematics Entrance Tests

• Have scratch paper and a pencil.
• Click a time when you won’t be interrupted or distracted.
• Each entrance test has a 35-minute time limit. Blackboard will count down the time remaining 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 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 subtracted from the total number of questions on the test. Wrong answers are not penalized.

After you pass a Mathematics Entrance Test

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

Your entrance test scores are immediately available to you and both you and any UMKC academic advisor. 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 advisor prior to registering for classes. Depending on your major you may be required to meet with your academic advisor to prior to registering every semester. New freshmen are required to go to orientation.

Consent Course Approvals

Many courses require special consent for enrollment. 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 standard, the student will be placed on some form of probation or will become ineligible for further study at UMCK. 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 advisor in the appropriate academic unit. Students on probation must get advising before registering for classes.

Advisement

The Mathematics Department assists students in choosing an appropriate major and minor. The department advises students in the appropriate academic unit.

Overloads

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

Mathematics Entrance Tests, Advising

Consent Course Approvals

Many courses require special consent for enrollment. 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 standard, 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 advisor in the appropriate academic unit. Students on probation must get advising before registering for classes.

Advisement

The Mathematics Department assists students in choosing an appropriate major and minor. The department advises students in the appropriate academic unit.

Overloads

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

Mathematics Entrance Tests, Advising
School of Dental Hygiene and Dental Hygiene

Registration information will be provided via e-mail to each dental hygiene and graduate dental hygiene student. Students outside of the School of Dental Hygiene must obtain permission to register in any School of Dental hygiene course from the associate dean for academic affairs.

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

Registrar
816-235-2081

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, 1-4 p.m. Monday-Tuesday
9 a.m.-noon, 1-3 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 816-235-1148 to make an appointment.

Students on Probation
If you are on academic probation, you must be advised in Scofield Hall, room 9.

Students on Probation

Before you will be released for registration.

If you are on academic probation, you must be advised in Scofield Hall, room 9, or you will not be permitted to register for courses using Pathway.

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 probation
- students requesting overload/underload, audit/credit/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 first go 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

School of Biological Sciences

SBS.umkc.edu

Undergraduate degrees offered through this 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

Students outside of the School of Biological Sciences are not permitted to register for courses using Pathway.

Undergraduate students enrolled in biological sciences programs are required to participate in registration advising each semester to develop or review their plans of study. First semester freshmen are required to attend Freshman Information Sessions to address their registration needs prior to enrolling in a second semester. All other currently enrolled students have the following options to participate in registration advising before and during priority registration: Plan of study appointments, on-line advising, or group advising. New students are advised by individual appointments during open registration. Appointments can be set up by calling the advising office at 816-235-2580 or by coming to room 1013 in the Biological Science Building.

School of Dental Hygiene

dentistry.umkc.edu

Registration information will be provided via e-mail to each dental hygiene and graduate dental hygiene student. Students outside of the School of Dental Hygiene must obtain permission to register in any School of Dental hygiene course from the associate dean for academic affairs.

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

Registrar
816-235-2081

School of Law

Law.umkc.edu

Complete registration information can be found online at www.law.umkc.edu/ academic/courses.htm. Students must obtain permission to register in any law classes from the associate dean and the registrar of the Law School. Law students are not permitted to register for courses using Pathway.

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

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

Graduate students also need their adviser’s approval before registering.

Graduate degrees offered through this 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, BSB room 114, 816-235-2392, for more information.
All newly admitted graduate students receive no later than Feb. 4 for the final audition day. See the Web site for details:

www.umkc.edu/conservatory/students/academic-advising

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. 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.sce.umkc.edu

Dean’s Office
816-235-2399
534 Flarsheim Hall

All students in the School of Computing and Engineering (SCE) are assigned to a faculty adviser. All SCE students must be cleared to register by an adviser each semester. To schedule an advising appointment, contact your department office.

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

Pre-Engineering, Civil and Mechanical Engineering Advising
352 Flarsheim Hall
Phone: 816-235-5530
Fax: 816-235-1260

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 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

Degree Options in Computer Science, Electrical and Computer Engineering, and Information Technology (CS/EC/EIT)
B.A. in computer science
B.S. in computer science
Bachelor of information technology (B.I.T.)
B.S. in electrical and computer engineering
M.S. in computer science
M.S. in electrical engineering

### School of Conservatory of Music and Dance

www.umkc.edu/conservatory

Master’s and Doctoral Comprehensive Exams
Master’s Comprehensive Exams will be given during the weeks of Feb. 23–27 and Sept. 22–26. Notify the Graduate Advising Office prior to Jan. 16. Doctoral Comprehensive Exams in music theory and music history will be given on two consecutive Saturdays. The theory and history exam dates are Feb. 28 and March 7. Notify the Graduate Advising Office prior to Jan. 16 if you plan to take the exams in the spring semester.

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.

Undergraduate Advising
816-235-2200
Graduate Advising
816-235-2000
Associate Dean for Academic Affairs
816-235-2000
Degree Advising
Lindsay Gieb, Helen Perry, Jaclyn Swope

www.sce.umkc.edu

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

Degree Options in Computer Science, Electrical and Computer Engineering, and Information Technology (CS/EC/EIT)
B.A. in computer science
B.S. in computer science
Bachelor of information technology (B.I.T.)
B.S. in electrical and computer engineering
M.S. in computer science
M.S. in electrical engineering

### School of Education

www.umkc.edu/education

Teacher Education
Undergraduate Education majors are required to meet with an academic adviser in Education Student Services prior to registering each semester. Applicants to the upper-level coursework leading to teacher certification must pass the C-BASE test and complete a special application packet by the appropriate deadline: final deadline of Feb. 1 for middle school, secondary and K-12 students; priority deadline of Feb. 1 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.

Student Affairs Office (Hospital Hill)
816-235-1344
www.umkc.edu/studentaffairs.asp

Master of Science in Anesthesia
www.med.umkc.edu/education/degrees/MScAneth
Spring semester admission only.

Student Services
Marilee Congrove, academic adviser
Traci Parker, manager of diversity and outreach initiatives
Shelly Janasz, director
Wayne Brown, associate dean
Steve McDonald, academic adviser

School of Pharmacy

pharmacy.umkc.edu

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

Pharmacy graduate students must meet with their major faculty advisers to plan a program of study and committee. A program of study should be filed with the Graduates Programs Committee within the first academic year of graduate study.

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 term of enrollment. Students on probation or on contract must meet with their faculty adviser or professional development advisor 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 before enrolling in subsequent terms of enrollment. With permission of the Committee on Admissions and Academic Requirements, the Committee on Academic and Educational Administration may, in exceptional cases, conditionally admit students who after proper advisement can be cleared before a student can advance to the next term of enrollment.

Dean’s Office
347 Education Building
816-235-1473

Questions
School of Education
816-235-2234
education.umkc.edu

Graduate Faculty Advising
Counseling and Guidance
816-235-2241
Curriculum and Instruction
816-235-2241
Eduational Administration
816-235-2716
Student Affairs Office
816-235-2241

Special Education
816-235-2241

All students are required to meet with an adviser prior to registration.

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

Student Affairs Office
816-235-1344
www.umkc.edu/studentaffairs.asp

Master of Science in Anesthesia
www.umkc.edu/education/degrees/MScAneth
Spring semester admission only.

Student Services
Marilee Congrove, academic adviser
Traci Parker, manager of diversity and outreach initiatives
Shelly Janasz, director
Wayne Brown, associate dean
Steve McDonald, academic adviser

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 term of enrollment. Students on probation or on contract must meet with their faculty adviser or professional development adviser 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 before enrolling in subsequent terms of enrollment. With permission of the Committee on Admissions and Academic Requirements, the Committee on Academic and Educational Administration may, in exceptional cases, conditionally admit students who after proper advisement can be cleared before a student can advance to the next term of enrollment.

Dean’s Office
347 Education Building
816-235-1473

Questions
School of Education
816-235-2234
education.umkc.edu

Graduate Faculty Advising
Counseling and Guidance
816-235-2241
Curriculum and Instruction
816-235-2241
Eduational Administration
816-235-2716
Student Affairs Office
816-235-2241

Special Education
816-235-2241

All students are required to meet with an adviser prior to registration.

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

Student Affairs Office
816-235-1344
www.umkc.edu/studentaffairs.asp

Master of Science in Anesthesia
www.umkc.edu/education/degrees/MScAneth
Spring semester admission only.

Student Services
Marilee Congrove, academic adviser
Traci Parker, manager of diversity and outreach initiatives
Shelly Janasz, director
Wayne Brown, associate dean
Steve McDonald, academic adviser

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 term of enrollment. Students on probation or on contract must meet with their faculty adviser or professional development adviser 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 before enrolling in subsequent terms of enrollment. With permission of the Committee on Admissions and Academic Requirements, the Committee on Academic and Educational Administration may, in exceptional cases, conditionally admit students who after proper advisement can be cleared before a student can advance to the next term of enrollment.

Dean’s Office
347 Education Building
816-235-1473

Questions
School of Education
816-235-2234
education.umkc.edu

Graduate Faculty Advising
Counseling and Guidance
816-235-2241
Curriculum and Instruction
816-235-2241
Eduational Administration
816-235-2716
Student Affairs Office
816-235-2241

Special Education
816-235-2241

All students are required to meet with an adviser prior to registration.

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

Student Affairs Office
816-235-1344
www.umkc.edu/studentaffairs.asp

Master of Science in Anesthesia
www.umkc.edu/education/degrees/MScAneth
Spring semester admission only.

Student Services
Marilee Congrove, academic adviser
Traci Parker, manager of diversity and outreach initiatives
Shelly Janasz, director
Wayne Brown, associate dean
Steve McDonald, academic adviser
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 weeknight, weekend and independent study format. PACE courses are normally presented in 12-hour blocks, arranged by theme or topic. 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.

Graduate Students
All graduate students must adhere to their plan of study or touch base with an academic advisor prior to registering for classes. All immunizations and required documentation must be submitted upon admission to the program.

Academic advisers
Pre-Nursing and Pre-Licensure Programs
Leah Wilder, 816-235-5768
or wildlerd@umkc.edu
R.N.-B.S.N. Program
Lauren Klemmer, 816-235-6277
or klemmmer@umkc.edu
M.S.N. Programs
Brenda Riggs, 816-235-1710
or riggb@umkc.edu
N.P. and Ph.D. Programs
Judy Jellison, 816-235-1740
or jellison@umkc.edu

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

Beginning Fall 2007, R.N.-B.S.N. students are not required to make contact with their faculty mentor or academic advisor in order to be cleared for enrollment. Feel free to contact your faculty mentor at any time.

Jill Klaassen is the faculty mentor for students whose last name falls between A and L, and Anita Skarbek is the faculty mentor for students whose last name falls between M and 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.

Special Courses
Black Studies
Director: Dr. Farzad Ghaemi
816-235-5862
or blackstudies@umkc.edu

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

For information about online courses, visit blackboard.umkc.edu.

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/registration/cc.asp.

College of Arts and Sciences..................................................816-235-2736
School of Business and Public Administration....................816-235-2215
School of Education..........................................................816-235-1188
Conservatory of Music and Dance.....................................816-235-2022
School of Law .................................................................816-235-1649
School of Pharmacy..........................................................816-235-1616

Special Courses
Black Studies
Director: Dr. Farzad Ghaemi
816-235-5862
or blackstudies@umkc.edu

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

For information about online courses, visit blackboard.umkc.edu.
Enrolling in classes

Student Center

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

Enrolling in classes

1. Click on Self-Service and then Student Center.
2. In the Academics section, click on Add a Class.
3. Make sure the appropriate semester appears in the Select A Term box and click the yellow Continue button.
4. Search for the class you want to add by clicking the yellow Search button.
   a. You must select at least two search criteria. We recommend course subject and course career (undergraduate) and a third: check the Show Open Classes Only box.
5. Find the class you want to add and click the yellow select class button.
6. Verify that you have the pre-requisites for the class and that it does not require department consent. If it is a variable credit-hour class, this is where you can enter the credit hours.
7. Click the yellow Next button.
8. The course is now added to your Enrollment Shopping Cart.
   a. You do not have a reserved spot in the class until you finish enrolling.
9. Once you have all the classes you want to take in your enrollment shopping cart, click the yellow Proceed to Step 2 of 3 button.
10. Confirm that you want to add all of these classes to your schedule.
11. Click the yellow Finish Enrolling button.
12. If this is the first time you have accessed add/drop for the semester, you will be presented with the Statement of Financial Responsibility. You can read the text of the statement on page 19 of this guide. When you register for classes, you are obligated to pay for those classes whether you attend them or not. If you do not agree, you will not be registered for your classes. After you have read the information, click on UM E-Consent.
   a. Check the Message column to see what prevented Pathway from adding the course(s) to your schedule. These remain in your shopping cart until you delete them or are able to add them.
13. The classes that were successfully added to your schedule will have a green check-mark next to them. If any classes were not able to be added, there will be a red X next to them.
14. You can now return to the Student Center to view your account and see how much tuition and fees you owe for these classes.

For additional help with the Pathway system visit www.umkc.edu/registrar/pathway.asp.

If you cannot log-in to Pathway call the UMKC Call Center at 816-235-2000. If you are logged on to Pathway, but cannot log-in to Pathway call the UMKC Call Center at 816-235-2000.

If you cannot log-in to Pathway call the UMKC Call Center at 816-235-2000.

Disclosures

Accessing Pathway

www.pathway.umkc.edu

Logging in to Pathway

You will need to obtain your SSO and one-time password. Usually this was sent to you by e-mail or in the mail from the Admissions office. If you have lost that information, send an e-mail to registrar@umkc.edu which includes your full name, date of birth, and Social Security number (if you have one).

2. Log-in with your User ID (SSO) and one-time password.
3. Set up your new, permanent password.
4. Log-on to Pathway using your User ID (SSO) and the new password you just set-up in the previous steps.
5. Find the class you want to add and click the yellow select class button.
6. If this is the first time you have accessed add/drop for the semester, you will be presented with the Statement of Financial Responsibility. You can read the text of the statement on page 19 of this guide. When you register for classes, you are obligated to pay for those classes whether you attend them or not. If you do not agree, you will not be registered for your classes. After you have read the information, click on UM E-Consent.
7. At the bottom of this page, decide whether to Accept or Deny consent.
8. If you accepted, you will have to log-on to Pathway again, with your same User ID and password.
9. The UMKC Alert service information will appear on the screen. Update any appropriate contact information. Click Done Updating or Opt-Out.
10. Click on Self Service.
11. Click on Student Center.
12. If you need assistance with this process, contact the UMKC Call Center at 816-235-2000.
13. Click on UM E-Consent.
14. At the bottom of this page, decide whether to Accept or Deny consent.
15. If you accepted, you will have to log-on to Pathway again, with your same User ID and password.

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

UMKC Pathway

pathway.umkc.edu

• Check financial aid status
• Update your address and phone number
• View your class schedule
• Register for classes
• View your class schedule
• Register for classes
• Check financial aid status and accept awards

UMKC Pathway

pathway.umkc.edu

• Check financial aid status
• Update your address and phone number
• View your class schedule
• Register for classes
• View your class schedule
• Register for classes
• Check financial aid status and accept awards

UMKC Pathway

pathway.umkc.edu

• Check financial aid status
• Update your address and phone number
• View your class schedule
• Register for classes
• View your class schedule
• Register for classes
• Check financial aid status and accept awards

UMKC Pathway

pathway.umkc.edu

• Check financial aid status
• Update your address and phone number
• View your class schedule
• Register for classes
• View your class schedule
• Register for classes
• Check financial aid status and accept awards

UMKC Pathway

pathway.umkc.edu

• Check financial aid status
• Update your address and phone number
• View your class schedule
• Register for classes
• View your class schedule
• Register for classes
• Check financial aid status and accept awards

UMKC Pathway

pathway.umkc.edu

• Check financial aid status
• Update your address and phone number
• View your class schedule
• Register for classes
• View your class schedule
• Register for classes
• Check financial aid status and accept awards

UMKC Pathway

pathway.umkc.edu

• Check financial aid status
• Update your address and phone number
• View your class schedule
• Register for classes
• View your class schedule
• Register for classes
• Check financial aid status and accept awards

UMKC Pathway

pathway.umkc.edu

• Check financial aid status
• Update your address and phone number
• View your class schedule
• Register for classes
• View your class schedule
• Register for classes
• Check financial aid status and accept awards
Registration Error Messages

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

This is not a valid class number.
You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will have now exceeded the repeatable limit and Fall class numbers begin with a 4. Summer class numbers begin with a 3.

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

Unable to complete your request. You do not have access to perform this transaction at this time.
There are multiple reasons you might see this message:
- Your registration appointment time has not yet arrived.
- You have not yet been admitted to UMKC. Contact the Admissions office at 816-235-1111.
- Open registration is over. To add classes, you will need to complete an add/drop form and obtain a signature from each instructor.

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

You cannot drop this class. Dropping this class would put you below the minimum required units.
You may not drop all of your classes on Pathway. To drop all of your classes you must complete an exit interview questionnaire at https://www.umkc.edu/stu-aff/exit/login.

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

Questions and Answers About Fees

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

Do I need to see a cashier?
Fees can be paid using cash, check or credit card. You’ll need to see a cashier if you are paying your fees by cash. Payment by check can be made in person, by mail, 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.

What if financial aid pays my fees?
Your student financial aid will be applied toward fees, but you must make the minimum payment if your financial aid is less than your total fees. Student financial aid, except outside checks payable to the student, is directly applied to the student’s account. If accepted aid equals or exceeds the amount owed, no action is necessary. The balance will be paid to you by check or directly deposited in your bank account. If student financial aid is less than the amount due, the remainder must be paid in accordance with UMKC policy.

Fees Information

Registration Date	Bill Date	Due Date	Amt.
Nov. 3 – Dec. 21	Dec. 22	Jan. 20	25%
Dec. 22 – Jan. 19	Feb. 20	25%
Jan. 25	Feb. 20	25%
Mar. 20	25%
Apr. 20	25%
May 20	25%
June 20	25%
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 2009

Due date proposals are subject to change. Please refer to the actual due dates on your statement.

Registration Date	Bill Date	Due Date	Amt.
Nov. 3 – Dec. 21	Dec. 22	Jan. 20	25%
Dec. 22 – Jan. 19	Feb. 20	25%
Jan. 25	Feb. 20	25%
Mar. 20	25%
Apr. 20	25%
May 20	25%
June 20	25%

When are my fees due?
Fee payment is due by the first day of the semester. Students who participate in priority registration will be billed in four installments. Any unpaid billed balance is subject to a 1-percent finance charge. The collection of delinquent fees will be pursued, including referral to collection agencies and credit bureaus. Student accounts will be assessed an additional collection charge when it is referred to a collection agency.

Excess Financial Aid/Overpayments
Excess financial aid funds can be directly deposited into bank accounts (ACH) if authorized. ACH deposits start the week before classes begin. If ACH is not authorized, checks will be mailed to the current address on the student’s record. If a check is mailed to an invalid address, the student may be required to wait two weeks before the check can be reissued and subject to a processing fee. In general, students who have signed up for direct deposit receive their excess financial aid refund several days earlier than those expecting a check. You can sign-up for direct deposit on Pathway.

Note: If financial aid is less than fees, the minimum amount due must be paid to hold classes or a student may be dropped for non-payment.
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 Kansas resident (the in-state rate). Questions about the Metro Rate can be directed to the Office of Admissions.

Spring 2009 Drop Rate Schedule

<table>
<thead>
<tr>
<th>Last day for a …</th>
<th>Jan. intersession</th>
<th>16-week</th>
<th>First 8-week</th>
<th>Second 8-week</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 percent refund</td>
<td>Dec. 15</td>
<td>Jan. 14</td>
<td>March 11</td>
<td></td>
</tr>
<tr>
<td>60 percent refund</td>
<td>Dec. 16</td>
<td>Jan. 26</td>
<td>March 13</td>
<td></td>
</tr>
<tr>
<td>40 percent refund</td>
<td>Dec. 17</td>
<td>Feb. 2</td>
<td>March 18</td>
<td></td>
</tr>
<tr>
<td>20 percent refund</td>
<td>Dec. 18</td>
<td>Feb. 9</td>
<td>March 20</td>
<td></td>
</tr>
</tbody>
</table>

Fee Estimator
www.umkc.edu/adminfinance/finance/cashiers/feestructure.asp

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

Missouri Taxpayers Scholarship
If you had a Missouri income tax liability for 2007, 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 during the fall/spring semester and three hours or less during the summer, 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 changes
The University reserves the right to increase or decrease the fees charged for attendance and other services at the University when the Board of Curators considers it in the best interest of the University to do so. Any increase in fees must be approved by the Board of Curators 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.

Fees

- Missouri Taxpayers Scholarship
- Part-time Nonresident Scholarship
- Metro Rate
- Educational fees
- Nonresident fees
- Tuition scholarships
- Student fee
- University fee
- Alaska fee
- Student activity fee
- Student association fee
- Social health fee
- Student Public Service fee
- Estimated semester total

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. Log in to Pathway
2. Navigate to Self Service > Student Center
3. Click on “make a payment”
4. Click the yellow continue button
You will be redirected to QuikPay
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.

Late fees
Student accounts will be subject to a $10 late fee 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.

Checks (personal or cashier)
- Mail
- Drop boxes, located in the Administrative Center, 5115 Oak St.
- 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 only 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/portal.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 submitted in writing with supporting documentation to the Registrar’s office. The committee meets monthly. Appeals are reviewed according to the committee’s meeting schedule.

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

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.
Statement of Financial Responsibility

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

Payment of fees
All fees are due and payable to the University and are the student’s responsibility to pay as the result of registration or other activity that incurred charges to the student. A minimum payment option is available for students unable to complete their financial arrangements at the time of registration. Students with delinquent accounts will not be allowed to register in subsequent semesters. All payments received are final, no changes or adjustments are allowed to the payment amount once the payment has been processed. Reassessment of fees will still occur based on the established reassessment schedule.

Electronic billing
Electronic billing is the official method for billing all enrolled students. Billing statements are updated monthly. Students are notified at their UMKC e-mail address when the statement is available for viewing. Electronic billing statements can be viewed from Pathway.

E-mail and online statements
UMKC e-mail is the official University method of communication with the student. It is the student’s responsibility to check and regularly manage their UMKC e-mail account so that important information can be received. As billing statements are available online, failure to receive a billing statement does not constitute a valid reason for not paying a bill in a timely manner. Actions and charges that result from failure to pay charges on time or to respond to a cashier’s responsibility.

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

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

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

Withdrawal
It is the student’s responsibility to formally notify the Registrar’s office and to follow proper procedures when withdrawing from the University. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does not constitute an official withdrawal from University of Missouri-Kansas City.

Fee reassessment for adding classes, dropping classes, cancellation or withdrawal from school
Fees will be reassessed for students who officially cancel classes, withdraw from the University or add/drop classes. Fees included in this reassessment are the educational fee, non-resident fee, student activity fee, information technology fee and course fee (if applicable). Such fees are reassessed and reduced in accordance with the reassessment schedule for each term found on the cashier’s Web site. The official refund policy can be found online at www.umkc.edu/adminfinance/finance/cashiers.

Financial hold
If payment is not received by the due date communicated on your monthly billing statement a financial hold will be placed on your account. This hold will prevent you from receiving transcripts and your diploma.

Delinquent indebtedness
The University will pursue any and all collection efforts and practices including referring the account to a collection agency and/or attorney and reporting to the credit bureau. The account will be assessed all additional collection charges associated with the delinquency of the debt including but not limited to: collection agency fees, reasonable attorney’s fees, court costs and all other charges allowed by law not to exceed 50 percent of the total charges.

Right to modify
The University reserves the right to modify by increase or decrease the fees charged for attendance and other services at the University, including but not limited to educational fees, at any time when in the discretion of the governing board the same is in the best interest of the University, provided that no increases can or will be effective unless approved by the governing board not less than thirty (30) days prior to the beginning of the academic term (semester, etc.) to which the fees are applicable, with all modification of fees to be effective irrespective as to whether fees have or have not been paid by or on behalf of a student prior to the effective date of the modification.

Minimum fee payment plan
The student’s account is billed for the full account balance for each payment date; however, a minimum payment amount is allowed. The minimum payment amount is derived by dividing the current term charges by the number of scheduled payment dates remaining in the semester, and adding the total of any previous semester remaining balance. The required minimum payment must be made by the due date to avoid finance charges and late fees. You may pay the total due or any amount greater than the required minimum. Any payment amount less than the total due results in a 1 percent monthly finance charge on the unpaid billed balance. Enrollment is not complete until the minimum payment is made.

Financial aid
Financial aid (grants, scholarships, loans) that has been approved but has not yet paid to the student account is considered to be “anticipated.” Anticipated aid is deducted from the current term balance in the Billed Balance Calculation area of your monthly billing statement. The balance remaining will be billed to the student and the minimum payment must be paid by the due date communicated on the billing statement. The remaining balance is subject to the 1 percent monthly finance charge and late fee. When the aid is received, it will be applied to the student account but there will be no reduction in the amount due since the aid was already taken into consideration and deducted from the current term balance. Current term aid should not be used to pay past term balances. Aid is intended to be used for the semester for which it was applied.

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

Payment methods
Personal checks - This amount of the personal check may exceed the amount due from the student. A student whose checks are returned from the bank unpaid will incur a $25 service charge per check. A student presenting a check for fees to the University that is returned unpaid and remains unpaid after the close of the regular registration period may be considered a late registrant and be subject to the late registration fee; the enrollment may also be subject to cancellation.

E-check - Electronic check payment can be made for the amount due online via Pathway. There is no processing fee associated with electronic check payments. A $25 returned check fee will be charged for any electronic checks that are not honored by your bank.

MasterCard and Discover - Credit card payments may only be made through our third party vendor which can be accessed via Pathway. Payment will be accepted on the student’s account up to the credit limit of the card holder and may not exceed the amount due. Be aware that a 2.75 percent convenience fee will apply to the amount of the payment. Refunds based on credit card payments will be refunded to the credit card.

Returned checks
Any check not honored by your bank will result in a $25 returned check fee. If the returned check, including e-check payments, was attempting to pay a prior term balance your classes may be subject to cancellation.

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

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

Fee Information
Undergraduate General Education Exam

The University of Missouri Board of Curators, the Coordinating Board for Higher Education of the State of Missouri and the Higher Learning Commission of the North Central Association of Colleges and Schools, all require the University to assess the effectiveness of academic programs in a variety of ways. One way the University currently assesses the effectiveness of its undergraduate general education programs is to require all undergraduate students to take a national standardized test of four core skill areas targeted by the general education curriculum: critical thinking, reading, writing and mathematics. This test is called the Measure of Academic Proficiency and Progress (MAPP).

Undergraduate Major Field Exit Exams

Specific academic programs require majors to sit for a national standardized Major Field Exam as a requirement for graduation. If you have a specific exam that you require an alternative summative assessment and thus are not represented require an alternative summative graduation. (some academic programs majors to sit for a national standardized test of four core skill areas targeted by the general education curriculum: critical thinking, reading, writing and mathematics. This test is called the Measure of Academic Proficiency and Progress (MAPP).

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

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 40 days following the 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 may not be picked up in person will be mailed to students beginning 60 days following the last final exam using the address supplied on the application for graduation form.

Bookstores

The University Services

Address Changes

Students are responsible for ensuring that their current address is on file with Registration & Records. Failure to do so can delay important communication 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/registrars, or visit the Registration & Records Office in 115 Administrative Center.

Applied Language Institute

www.umkc.edu/ali

816-235-1223

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 105. The English 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&AS 210 and A&AS 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 at 816-235-1233.

The AIL also offers English 250: Introduction to Language Acquisition and Diversity, a requirement for all Institute for Urban Education graduates. This course can also be taken by any student who wishes to learn about the basics of first and second language acquisition.

Bookstore

www.umkcbookstore.com

816-235-BOOK

Course Materials

Ownered 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 essentials. Other convenient services include: Textbook Reservation Program, Textbook Buyback, Graduation Fairs, the Booker’s Den 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 residency 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 fulfill 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 order has not yet turned in their order, the wholesale book company may buy your books to fill orders at other colleges and universities. If the book has been purchased, the company may offer up to 35 percent of the new book price. Students can receive buyback e-mail alerts from the UMKC Bookstore. To 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, check 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. Students are also 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 $1,200 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 $1,200.

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, Spring 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 of the item, whichever is later. 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.

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 or visit www.umkc.edu/umkcalert for information related to class suspension or official University closings.

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 (VSI), the Math and Science Resource Center (MSRC), the UMKC Coaching Program, Upward Bound andJumpstart.

Changing or Declaring a Major

Students desiring to transfer from one major to another must contact the academic advisors of the academic units so that 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/coaching
212 SASS Building
816-235-6709

The Coaching Program serves trial and first-generation historically underrepresented freshmen and first-year transfer students. The goal of the program is to provide each student with the individual support and academic advising 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/its/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 8425 Troost Room 102, or online at www.umkc.edu/its/studentguide.

Counseling and Testing Services

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

Testing Services offers a comprehensive list of exams for academic achievement, distance education and professional licensure and certification. The service offers all Proctorex exams, MCAT certification exams and MAT/AP Exam Assessments.

UMKC Dining Services

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

UMKC Dining Services offers a wide array of formats and meal 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.

Locations
All-You-Care-to-Eat Dining Experience, located on the ground level of the University Center, offers all-you-care-to-eat-and-drink deli, pizza, salad, grill, international dishes and homemade entrees.
7 a.m.-7 p.m. Monday-Friday and 11 a.m.-7 p.m. Saturday-Sunday.
Freshens Smoother Frooz Treats, located on the ground level of the University Center, offers fresh blended fruit smoothies, frozen yogurt treats and hot pretzels.
10 a.m.-10 p.m. Monday-Thursday and 10 a.m.-5 p.m. Friday.
Café la Carr, located inside the south entrance of Miller-Nichols Library, offers freshly made sandwiches and salads, as well as hot entrees and sides.
11 a.m.-7 p.m. Monday-Thursday and 11 a.m.-5 p.m. Friday.
Einstein Bros. Bagels, located in Royall Hall, offers gourmet coffee, bagels, deli, soups and more.
7 a.m.-7 p.m. Monday-Thursday and 7 a.m.-2 p.m. Friday.
UMKC Cafe, located in the Oak Place Apartments, offers basic groceries, beverages, snacks, cleaning, personal care, and household items. Cash, credit card and declining balance accepted.
Meal Plans Available
There are a wide variety of meal plans available. For more information, visit our Web site or contact one of the offices listed below:
Residential students (Oak Street and Cherry Street)
816-235-9860
Commuter students, faculty and staff
816-235-1412
Sodexo/UMKC Dining Services general manager
816-235-1077

Catering Services

UMKC Dining Services also offers a three-day period to any student 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/registrars/forms.html.

E-mail @ UMKC

All students are issued a UMKC e-mail account for their use. The e-mail address 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 e-mail policy can be found at www.umkc.edu/exchange-faq/.

Fellowships Advising Office

816-235-6630
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 at the International Academic Programs (IAP), 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 agencies require that you work with the UMKC Liaison for National Fellowships as part of the application process: IAP and the Liaison provide students with help on fine-tuning their application, reviewing drafts of personal statement and/or proposal, most interview experience and in understanding complicated fellowship procedures. For more information, check out our Web site or make an appointment with the Liaison for National Fellowships, Dr. Linna Platz, Ph.D.

Grades

Grades are due to the Office of Registrar three days before the 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, spouses and their dependents through Aetna Student Health. 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 35 days after the first day of class during the fall and spring semesters. Summer coverage is also available. Students can receive more information about the plan and email on the Aetna Web site at www.aetnastudenthealth.com or by calling 877-375-7905.

ID Cards

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

You should carry your UMKC student photo ID card at all times for use as the UMKC student identification number, to pay regular tuition and fees at their home institution, and a valid form of identification. UMKC offers support to students about their eligibility to participate in the KCASE program at least eight weeks prior to the start of the term.

Math and Science Resource Center (MSRC)

www.umkc.edu/cad/msrc
205 SASS Building
816-235-1108

The Math and Science Resource Center (MSRC) provides free tutoring to UMKC students enrolled in mathematics, physics, chemistry, biology and chemistry courses, all listed on the Web site. The MSRC is staffed by trained part-time tutors who offer help 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, textbooks and previous homework. Services are available on a drop-in basis.

MindBody Connection

www.umkc.edu/its/mindbody.html
University Center room 161
816-235-3169

The MindBody Connection provides UMKC students with opportunities to enhance their physical, mental and emotional well-being.

KCASE Student Exchange

www.umkc.edu/registrars/kcase.asp

As a member of the Kansas City Area Student Exchange, UMKC offers full-time undergraduates an opportunity to register for one course at a semester at another institution. KCASE student exchange pays regular tuition and fees at their home institution and laboratory or special course fees at the local university. 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 some courses that are offered 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.
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 UMKC 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 basic, fall or spring. 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 Parking
Individuals who require disability parking should contact the Parking Operations Office at 816-235-5256.

Supplemental Instruction
Supplemental Instruction (SI) is a free 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 work together on the 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.

Swimney Recreation Center
Swimney Recreation Center
www.umkc.edu/rec
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.

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

Foundational to the Writing Center’s mission is the belief that collaboration represents the most productive process toward affecting change – be it in writing or knowledge in general. The mission of the College of Arts and Sciences Writing Center is to provide UMKC’s writing community an accessible, comfortable, inclusive, inspirational space where writers in all disciplines can compose, revise and share writing.

The primary goal of the Writing Center is to offer one-to-one consultations with writing consultants trained to provide individualized feedback that will assist writers in developing their ideas, theoretical strategies and writing processes. All of the Writing Center’s consultants are UMKC students from an array of academic backgrounds and majors, who are able to provide a range of perspectives on any given project. The Writing Center also provides a variety of other services to support writers, such as workshops, readings, creative writing events, handouts, writing groups and also houses a resource library, computer lab and workspace.

The Writing Center space is a perfect place to hang out, sip (free) coffee and chat with interesting people.

Summer hours
See the Writing Center Web site for the Summer schedule.

Fall and Spring hours
8 a.m.-8 p.m. Monday, Wednesday 8 a.m.-5 p.m. Thursday 8 a.m.-noon Friday 10 a.m.-4 p.m. Saturday (Miller Nichols Library)

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 ways 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). 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 Royal Hall, one week before the exam

How do I register for the WEPT?
Students may register for the WEPT by completing a registration form at the time of the exam. Students must bring their UMKC ID numbers and Single Sign-On to the test. A photo ID is required to be admitted for the exam. For more information, contact the coordinator at bowenlm@umkc.edu.

Can I get help for the WEPT?
Help is available through the Writing Center at 5201 Rockhill, second floor. You should call 816-235-1146 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 online.

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 does not 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.
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**
Paul Shang, Assistant Vice Chancellor for Student Development
Administrative Center, 5115 Oak St.

**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 with the student.

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

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

UMKC designates as “Directory Information—Public Information” the following categories of information: student name, address, telephone number, e-mail address, student level, full- and part-time status, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

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

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

**Access for Speech- or Hearing-Impaired People**

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

**Compulsory Eye Protection**

A Missouri state law requires all students, faculty and visitors to wear an industrial-quality protective eye device when participating in courses of instruction that involve a potential eye hazard. Your class instructor will advise you as to the specific type of protection needed. Personal protective eye wear can be obtained at the UMKC Bookstore. University bulletin boards in all main buildings provide specific information on the University’s eye program.

**Maintaining a Positive Work and Learning Environment**

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

With respect to students, it is the University’s special responsibility to provide a positive climate in which students can learn. Chancellors are expected to provide educational programs and otherwise direct resources to creative and serious measures designed to improve interpersonal relationships to help develop healthy attitudes toward different kinds of people and to foster a climate in which students are treated as individuals rather than as members of a particular category of people. Visit the Web site at http://umkc.edu/helpline for more information on intellectual diversity, grievance procedures and sexual harassment.

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

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

For more information, visit www.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 Alert!
UMKC’s Emergency Mass Notification System

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

umkc.edu/umkcalert

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.