

IMPORTANT STEPS FOR NEW STUDENTS

Apply for Admission

Submit an application for Admission online at <https://www.mscol.edu>. Submit all required supplemental documentation (high school transcript, college transcript, test scores, immunization information, etc.) through your prospective student account, by email, by mail or in person. Upon acceptance, payment of the \$10 non-refundable enrollment fee is required for course enrollment and will be added to the students account.

Send your Official Transcripts

Official transcripts are needed to clear prerequisites and to award prior credit for degrees and certificates. Submit official college transcripts for every college/university attended to:

Registrar's Office
Murray State College
One Murray Campus
Tishomingo, OK 73460
registrar@mscol.edu

Apply for Financial Aid

Financial Assistance is available. To obtain more information, contact the Tishomingo Financial Aid Office at: financialaid@mscol.edu or call (580) 387-7220.

Academic Advisement

Academic Advisement will assist students with course planning and registration, graduation preparedness, and transfer guidance. Students can schedule an appointment with an advisor according to their major at <https://www.appointment.mscol.edu/>. For general information contact the Academic Advisement department at academicadvisement@mscol.edu or call 580-387-7200 for Tishomingo and 580-319-0329 for Ardmore. Our offices are located in the Student Services Building on the Tishomingo Campus or the MSC Advisement Suite located on the first floor of Murray State College in Ardmore at 2901 Mt. Washington.

Accuplacer Placement Test

Placement testing is used to help evaluate your present skill levels and assist in the selection of appropriate Reading, English, and Math classes. The Accuplacer Placement test is given remotely by Zoom or in person at a Testing Center by appointment Monday through Thursday on both the Tishomingo and Ardmore campuses. Please contact the Tishomingo Testing Center at (580) 387-7304 or the Ardmore Testing Center at (580) 319-0371. You can also schedule an appointment at <https://www.appointment.mscol.edu/> and select "Testing" for appointment type. Your advisor will help you determine if you need to take the Accuplacer Placement Test.

Payment of Fees

All students enrolled in courses must pay their bill or verify with the Business Office their method of payment before the first day classes are in session. Fees can be paid at the Business Office in the Student Services Building in Tishomingo or MSC Advisement Suite located on the first floor of the University Center at 2901 Mt. Washington in Ardmore.

Attend New Student Orientation

Attend an Aggie Day and Success Strategies class of your choice. Information covered is: financial aid, study skills, how to develop an educational plan, campus tour and much more.

Get E-Connected with Your MSC

Every student is registered after applying to MSC with an MSC email account and an Aggies Online student portal account. A Blackboard account will be created for students upon enrollment into MSC courses. See the **Web Based Service** section of this document for more in depth information or see the MSC Information Technology page on the MSC website: <https://www.mscol.edu/current-students/technology-resources-computer-help>

Please do not forget to follow us on any of our social media pages. Current information on social media can keep you connected to MSC.

Get Your Textbooks

The MSC Online Bookstore operates completely online and can be visited at mscol.textbookx.com. Students visit the website to order their textbooks and have them shipped to their home or to campus; digital course material access is emailed. The bookstore also sells branded merchandise, course supplies and other items.

NOTICE: Textbook information can be found at www.mscol.edu under Current Students/Bookstore.

ENROLLMENT POLICIES

Deadline Dates and Student Responsibility

Not all classes have the same deadline dates. Deadline dates vary depending upon the length of the class. Each class has a specific refund, Add/Drop without a "W" (100% refund period) and Withdraw with a "W" deadline. Please refer to the dates listed in the below calendar. Even though some instructors may drop students for non-attendance, your enrollment is your responsibility. Do not rely upon your instructor to drop you.

No withdrawals except complete withdrawals from the college are permitted during the last two weeks of a regular term or the last week of an 8-week term unless extraordinary circumstances are documented and approved by the Office of Academic Affairs.

STUDENT WITHDRAWAL & GRADE RESPONSIBILITY

You are held responsible for all classes in which you register. If you decide to withdraw from classes, it is your responsibility to notify the Registrar's Office in writing. **Failure to do so may result in receiving a grade of "F."**

Transitional Courses

Any course that begins with a zero (i.e., MTH0102) is pre-collegiate. It does not count for college credit and does not apply toward graduation. All pre-collegiate courses are graded with an "S" for Satisfactory or "U" for Unsatisfactory grades that are not counted in the GPA calculation.

GRADUATES

Apply for Graduation

A \$75.00 graduation fee will be charged at the time of application and must be paid by last day of class of the semester in which you are applying. The Graduation Application is located in your Aggies Online portal. Students are encouraged to apply for graduation during the first two weeks of the semester in which the student expects to finish degree requirements.

Mid-Level Assessment

Potential graduates who have taken all coursework with Murray State College or who have no more than six hours transferred from another institution are required to participate in the Mid-Level Assessment test. This is a standardized exam that Murray State College uses as an exit exam for graduation students. Students required to participate will be contacted by letter.

A.D.A. INFORMATION

Eligibility for Services

Students requesting disability services and accommodations must self-identify the disability and submit a signed request listing the desired requested accommodations to the Academic Testing Office (Tishomingo or Ardmore). This should be done upon registration, or as soon as possible. The earlier the request is submitted, the greater the opportunity MSC has to respond to the need following receipt of required documentation.

Documentation Guidelines

Formal written documentation is required by a certified licensed professional. Such documentation must be typed on letterhead of either the practitioner or agency hosting practice. The documentation must be current, and the testing instruments must be appropriate for use with adults. MSC does **not** accept Individualized Educational Programs (IEP) as official documentation. In general, the documentation of disability should include the following:

- A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis;
- A description of the diagnostic criteria used;
- A description of the current functional impact of the disability for use in establishing the need for and the design of accommodations;
- Treatments and medications, assistive devices currently prescribed or in use;
- A description of expected progression or stability of the impact of the disability over time;
- The credential of the diagnosing professional(s)

Students requiring accommodations and/or assistance due to a disability should contact the Academic Testing Office. The student will be required to provide supporting documentation from a qualified professional evaluator. Murray State College complies with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.

WEB-BASED SERVICES

Student Computer Accounts

Your username is the first four characters of your last name and the last four digits of your **Student ID** number. Then your 9 digit **Student ID** number. (**Note: Your Student ID number is not the same as your Social Security number**). If your student ID number is less than 9 digits, add 0's at the beginning to make it 9 digits (for example, "12345" would become "000012345").

Logon Example: Name: Henry Jones

Student ID number: 123456789

Username: jone6789

Password: 123456789

(If you have an apostrophe (') in your last name, just leave it out.)

Example: O'Donnell would be odon

(Also if you have a hyphen (-) in your last name, just leave it out.)

Example: Cox-Smith would be coxs

(Also if you have a space () in your last name, just leave it out.)

Services Available

Email: Student email accounts are created automatically upon successful registration. Click on the "Email" link at the top of the Murray State College website, or type <https://gmail.com> into your browser. Use your MSC username and password to sign in. If not used for 90 days or more, email accounts will be disabled.

Blackboard: Students can access their courses by clicking on the "Blackboard" link at the top of the Murray State College website, or typing www.msco.edu into their browser and selecting the link for there. Use your MSC username and password to sign in.

*Please note: While most courses in Blackboard are available approximately ten days before classes start, some instructors restrict availability according to the guidelines for their courses. If you don't see a course listed, please contact the instructor *first*.*

Aggies Online: Students can access course availability, unofficial transcripts, their course schedule, grades, Financial Aid award information, current Business Office account balance and account history by logging in to the [Aggies Online](#) portal. Click the [Aggies Online](#) link on the Murray State College website. Use your MSC username and password to sign in.

Are Online Courses for You?

Online classes are not for all students. Even though the academic rigor is the same, students have found that a high level of self-discipline, responsibility, reading, technology and keyboarding skills are required to be successful. All students taking online classes should complete the online course orientation. Please speak with your Graduation Advisor before enrolling in any classes.

Access Codes

Some courses require an **ACCESS CODE** (provided by the publisher of the book), which must be entered before you can access certain assignments and learning materials. If you purchase a **NEW BOOK**, the **ACCESS CODE** may be included with the book. If you purchase a **USED BOOK** or the **ACCESS CODE** is not included with the new book, the **ACCESS CODE** must be purchased at the online bookstore located on the MSC website or from the publisher.

Online Course Fees

Students are required to take proctored exams. If exams are taken at a site other than Murray State College in Tishomingo or Ardmore, an additional fee may be charged.

Affirmative Action-Equal Opportunity Statement

MSC, in compliance with Titles VI & VII of the Civil Rights Act of 1964, Executive Order 11246 as amended; Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, handicap or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.