

Student Guide to Distance Enrollment

Murray State College remains committed to providing high-quality student service while maintaining a safe environment for our students and staff members. The following is a guide to help you enroll during office closure.

STEP 1: Am I ready to Enroll?

Check your My Murray account under the Campus Connect tab to make sure that you do not have any holds. Below is a guide to holds that you might see on your account and how to resolve them.



If you have any of the following holds, you are not ready to schedule an advisement appointment until they are removed.

Hold Type	What does it mean?	How Do I resolve it?	Questions?
Title IX	You did not complete the federally required Safe Colleges training.	Use the search bar at mscok.edu to find Safe Colleges training. Complete training and email your completion certificate to aberry@mscok.edu .	Student Life & Housing Coordinator (580) 387-7135 aberry@mscok.edu
Business Office Hold 1	You have an account balance that exceeds the \$400 enrollment limit.	Make a payment through your My Murray account or the Business Office.	Business Office (580) 387-7210 businessoffice@mscok.edu
HS Trans	We do not have a final, official copy of your high school transcript on file.	Send an official, final HS transcript to the Registrar's Office. If one is not obtainable, please contact the Registrar's Office	Office of the Registrar (580) 387-7230 or 7233 registrar@mscok.edu
Missing Col Tran	We are missing one or more official transcripts from other colleges or universities that you have attended.	Request a transcript be sent electronically to Murray State College Registrar's Office.	Office of the Registrar (580) 387-7230 or 7233 registrar@mscok.edu
Registrar Hold	Additional information is needed before you can enroll.	Contact the Registrar's Office to determine what is needed.	Office of the Registrar (580) 387-7230 or 7233 registrar@mscok.edu

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Hold Type (cont.)	What does it mean?	How Do I resolve it?	Questions?
No ACT Scores	We do not have ACT scores on file for you.	Request ACT scores be sent to MSC from ACT.org or contact the Office of the Registrar if you have not taken an ACT test.	Office of the Registrar (580) 387-7230 or 7233 registrar@mscok.edu
No Cert of Immu	We do not have your immunization record or a waiver on file.	Send your immunization record or an exception form from our website to Registrar's Office.	Office of the Registrar (580) 387-7230 or 7233 registrar@mscok.edu
Requires Admissions Review	You need to reapply for admission or we are missing one or more pieces of information from your application.	If you have not attended during the last 6 months, complete a new online application. Otherwise, contact the Registrar's Office to determine what information is needed.	Office of the Registrar (580) 387-7230 or 7233 registrar@mscok.edu



If you have any of the following holds, you are ready to schedule an advisement appointment.

Hold Type	What does it mean?	How Do I resolve it?	Questions?
Financial Aid Office Hold	You are on an Academic Plan.	Contact the financial aid office to request a plan be emailed to your advisor and the hold removed.	Financial Aid Office (580) 387-7220 or 7224 financialaid@mscok.edu
Accuplacer Hold	You may require placement evaluation before enrollment.	Your advisor will determine placement based on other measures during your appointment.	Academic Advisement (580) 387-7203 or (580) 319-0370 advisement@mscok.edu
BO Hold Enrollment Override Only	Your balance needs to be paid by the end of the semester, but you are allowed to enroll.	Pay your balance by the end of the semester.	Business Office (580) 387-7210 businessoffice@mscok.edu

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STEP 2: Schedule an Advisement Appointment

Use the chart below to find your advisor. Contact your advisor to schedule an enrollment appointment by Zoom or phone. If you regularly enroll with an advisor outside of your major, you may make an appointment with that individual. Additional faculty and staff contact information can be found on our website. If you need assistance determining your advisor or have other enrollment questions, please email advisement@mscok.edu or leave a message at (580) 319-0370.

Tishomingo Campus Students		
Major/Department	Advisor	Contact
Agriculture	Brian Cothran	bcothran@mscok.edu
Arts & Sciences, Concurrent, Non-Degree Seeking	Mignon Grisham Melissa McBride	Please use this link: Schedule Appointment MSC online
Business, Business Management	Mickey Jack	mjack@mscok.edu
Child Development, Elementary Education	Amy McCain	amccain@mscok.edu
Communication & Performance Studies	Susan Yeager	syeager@mscok.edu
Computer Science, Computer Info Systems	David Brantley	dbrantley@mscok.edu
Conservation & Wildlife, International Studies	Michelle Elmer	melmer@mscok.edu
Criminal Justice	Rebecca Jacobs-Pollez	rjacobspollez@mscok.edu
Gunsmithing	Sandi Hopson	shopson@mscok.edu
Health, Wellness & Human Performance	Aaron Mullens	amullens@mscok.edu
Nursing	Janice Wallace	jwallace@mscok.edu
Occupational Therapist Assistant Physical Therapist Assistant	Sharon Young	syoung@mscok.edu
Behavioral Science Psychology Behavioral Science Sociology	Derek Dodson	ddodson@mscok.edu
Science	Dan Moore	dmoore@mscok.edu
Veterinary Nursing	Laura Sandmann Christen Puckett-Smith	lsandmann@mscok.edu cpuckettsmith@mscok.edu

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(Advisors cont.)

Ardmore Area Students		
Major/Department	Advisor	Contact
All	Rhonda Glenn Heather McLean Melanie Whitehead	Please use this link: Schedule Appointment MSC online

Student Support Services (Ardmore & Tishomingo Campuses)		
Major/Department	Advisor	Contact
All	Rhonda Pickens Laney Ledford Trish Harding	Please use this link: Schedule Appointment MSC online

STEP 3: Enroll

If you scheduled a Zoom appointment, your advisor will send you a link to open a virtual advisement session. If you scheduled a phone appointment, please follow your advisor's instructions for making or receiving the call.

Here are a few reminders for a successful advisement session:

- Have academic plans or transcripts from other schools that are not on your Murray transcript ready.
- Allot at least 45 minutes in a quiet space.
- Preview the class schedule on our website and have in mind what courses, times, and instructors you would like.
- Think about and write down any questions or class scheduling conflicts you may have prior to your appointment.
- Be patient and understanding. This is a new process for us all. Technical and communication difficulties may occur.