

# New 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: Logging in to Your Student Account

You should have received an acceptance letter by mail or email shortly after you submitted your online application to Murray State College and paid the application fee. Your acceptance letter contains the student identification number/password, username, and student email address that you will use while attending MSC. If you did not receive or do not have your acceptance letter with your student information, please email the admissions office at [registrar@mscok.edu](mailto:registrar@mscok.edu) or call (580) 387-7233.

To get started on your enrollment, you will need to log into your student account.

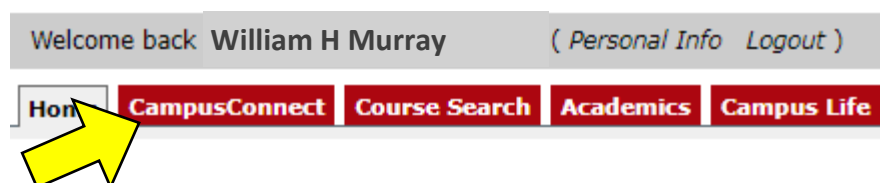
- Go to [mscok.edu](http://mscok.edu) and click on My Murray.



- Enter the username and studentID/password from your acceptance letter to log in.



- Click on the Campus Connect tab see your student information.



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- You will see a gray box with your student information and a paragraph below instructing you to enter your direct deposit information. This information is **only** for the **deposit** of excess financial aid. No money will ever be taken out of this account by Murray State College. After entering your direct deposit information, you can continue to your student account. If you have questions about your direct deposit, please contact the business office at (580) 387-7210 or [businessoffice@mscok.edu](mailto:businessoffice@mscok.edu).



Scores	GPA	Placement	Notes
William H Murray (987654321) FERPA: Release to Veteran: N VA Eligible: N VA Chapter:			
Murray William H 1 Murray Campus Tishomingo, OK 73460		Home Phone: (580) 387-7000 Cell Phone: (580) 387-7000 Major: Agriculture Advisor: Brian Cothran MSC Email: <a href="mailto:murr1234@student.mscok.edu">murr1234@student.mscok.edu</a> Personal Email: <a href="mailto:alfalfabill08@gmail.com">alfalfabill08@gmail.com</a>	

## STEP 2: Resolving Enrollment Holds

Your student account gives you access to your holds, charges and payments, transcript, grades, and schedule. Holds prevent you from enrolling in classes. You will need to make sure all of your holds are resolved and removed before you schedule an enrollment appointment. Below is an example of holds you may see in your account. Please use the chart on the next page to help resolve any holds you may find.

### Student Holds



You are currently on the following hold(s):

- No HS Transcript
- No Cert of Immu
- No ACT Scores
- ACCUPLACER HOLD
- Registrar Hold

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**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?
<b>Title IX</b>	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
<b>Business Office Hold 1</b>	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
<b>HS Trans</b>	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
<b>Missing Col Tran</b>	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
<b>Registrar Hold</b>	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
<b>No ACT Scores</b>	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
<b>No Cert of Immu</b>	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

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Hold Type (cont.)	What does it mean?	How Do I resolve it?	Questions?
<b>Concurrent Packet</b>	We are missing your concurrent enrollment forms.	Submit a completed and signed concurrent packet to the Registrar's Office. Packets are available on our website or from your high school counselor.	Office of the Registrar (580) 387-7230 or 7233 registrar@mscok.edu
<b>Requires Admissions Review</b>	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?
<b>Financial Aid Office Hold</b>	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
<b>Accuplacer Hold</b>	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
<b>BO Hold Enrollment Override Only</b>	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 3: Schedule an Advisement Appointment

Once all of your holds are removed, use the chart below to find your advisor. Contact your advisor to schedule an enrollment appointment by Zoom or phone. If you are unable to reach your advisor or do not receive a reply within two business days, please use this link to schedule an appointment: [Schedule Appointment | MSC online](#) and note that you were unable to reach a departmental advisor. If you need assistance determining your advisor or have other enrollment questions, please email [advisement@mscok.edu](mailto: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: <a href="#">Schedule Appointment   MSC online</a>
Business, Business Management	Mickey Jack	mjack@mscok.edu
Child Development, Elementary Education	Amy McCain	amccain@mscok.edu
Communication & Performance Studies	Susan Yeager	syeaager@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: <a href="#">Schedule Appointment   MSC online</a>

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

## 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.