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# *From Here....Go Anywhere!!!*

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Welcome to Murray State College! Whether you are just out of high school or a more non-



traditional student, we are delighted you are pursuing your higher education with us. You are a valuable piece of MSC's rich history and dynamic future. Opportunities that lay ahead will change your life, open doors and help create a bold vision for your future.

On a more personal note, I want to encourage you to reach beyond what you think are your limits. Get out there and become involved in the many facets of campus life by taking advantage of clubs, sports, activities and cultural events. Dedicate yourself to excellence and succeed in courses that will help you become a skillful and vibrant contributor to society. Our promise to you is that we will do all we can to contribute to the success of students at Murray State College and our community as a whole.

I wish you the best as you prepare for, and embark on, a world of possibilities.

Sincerely,

A handwritten signature in black ink that reads "Joy McDaniel". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

President Joy McDaniel



## **IMPORTANT STEPS FOR NEW STUDENTS**

### **Apply for Admission**

Submit an application for Admission online at [http://mscok.edu/future\\_students/apply.aspx](http://mscok.edu/future_students/apply.aspx). Upon payment of the \$10 admission application fee, your application will be submitted to the Registrar's Office. Students should submit official transcripts from all colleges previously attended and copies of high school transcripts and immunization records to the Registrar's Office in Tishomingo, Student Services Building or the MSC Office in Ardmore.

### **Send your Transcripts**

Official transcripts are needed to clear prerequisites and to award prior credit for degrees and certificates. Submit ACT scores, high school transcript or GED scores and official college transcripts for every college attended to:

Registrar's Office  
Murray State College  
One Murray Campus  
Tishomingo, OK 73460

### **Apply for Financial Aid/Academic Advisement**

Financial Assistance and Academic Advisement is available. To obtain more information, contact the Tishomingo Financial Aid & Academic Support Office at: [mscfao@msco.edu](mailto:mscfao@msco.edu) or call (580) 387-7220.

### **Academic Assessment**

Academic Assessment is used to help evaluate your present skill levels and assist in the selection of appropriate Reading, English, Math and Science classes. The Assessment Exam is given through the Academic Testing Office at 9:00 am or at 2:00 pm on Monday through Thursday during enrollment. Please contact the Academic Testing Office at (580) 387-7304 or the MSC Office at Ardmore (580) 319-0371. After Academic Assessment, you will be assigned an Advisor.

### **Enroll**

Enroll in classes with your Graduation Advisor or at the Financial Aid & Academic Support Office in Tishomingo, Student Services Building. To enroll in Ardmore classes please contact the MSC Advisement Office in Ardmore at (580) 319-0338.

### **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 Student Orientation**

Attend a New Student Orientation 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 a MyMurray 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:

[http://www.mscok.edu/administration/information\\_technology.aspx](http://www.mscok.edu/administration/information_technology.aspx)

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 Bookstore carries a wide selection of merchandise in addition to required textbooks and class supplies. **Bookstore Hours** are Monday-Friday from 7:30 am to 4:30 pm; Summer hours are Monday-Thursday from 8:00 am to 4:30 pm. **Refund Policy** requires a dated receipt showing purchases. **Textbook Buyback** times and dates will be posted during finals week of each semester. Books must be in resalable condition as determined by bookstore management.

**NOTICE:** Textbook information can be found at [www.mscok.edu](http://www.mscok.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.

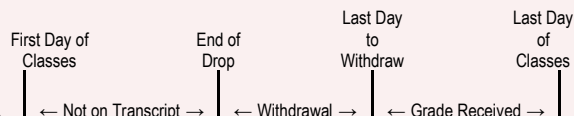
Withdrawing before the 60% Date will result in repayment of Financial Aid. No withdrawals except complete withdrawals from the college are permitted during the last two weeks of a regular term or the last week of an 8-week summer term unless extraordinary circumstances are documented and approved by the Office of Academic Affairs.

### **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 "A" through "F" grades that are not counted in the GPA calculation.

### **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."** Withdrawing before the 60% Date will result in repayment of Financial Aid.



## 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 at [http://www.msoc.edu/current\\_students/admissions\\_registrar.aspx](http://www.msoc.edu/current_students/admissions_registrar.aspx). Students are encouraged to apply for graduation during the early enrollment period for the semester in which the student expects to finish degree requirements. See dates below.

Semester	Application Deadline
Summer 2018	June 7, 2018
Fall 2018	September 14, 2018

### **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 <https://bblearn.mscok.edu> into their browser. 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\*.*

**MyMurray:** 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 [MyMurray](#) portal. Click the [MyMurray](#) link on the Murray State College website, or by typing <https://mymurray.mscok.edu/ICS/> into your browser. 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 bookstore 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.