

**MISSISSIPPI STATE UNIVERSITY – OFFICE OF THE GRADUTAE SCHOOL (OGS)**  
**UNCLASSIFIED GRADUATE REGISTRATION FORM**

Student's Name: \_\_\_\_\_ MSU ID (9-digit): \_\_\_\_\_

Net ID: \_\_\_\_\_ Term: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_

Hours already completed as a Graduate Unclassified student. \_\_\_\_\_ **\*See Notes**

Graduate Unclassified intentions:

Degree Seeking (Intending to apply to a degree program)

Non-Degree Seeking (Not seeking a degree program)

Other \_\_\_\_\_

**PROCEDURE**

1. Check course information in MyBanner for Students, located in the Master Class Schedule on the Registration menu.
2. Contact the graduate coordinator in the academic department(s) in which you wish to take a course. Departmental approval is required. If you plan to apply for a degree program in this department, the meeting allows you to receive appropriate advising regarding your next steps.
3. Obtain the approval of a faculty member (graduate coordinator or course instructor) or appropriate designate for each course. This person's approval signature is required, or an attached email from this person giving approval may be attached.

Course Number (EX: 10486 BIO 6113 01)	Approver's Signature
_____	_____
_____	_____
_____	_____
_____	_____

4. Confirm that the department has entered a major override for each course. (For example, the Department of Biological Sciences will enter the override for a course with the BIO prefix.) Other overrides (for example, waiver of a prerequisite) may be required.
5. To obtain a registration release, you must submit the completed paperwork to the Office of the Graduate School in 617 Allen Hall or fax it to 662-325-1967 (ATTN: Unclassified Registration) or email it to Kathy Griffin at kgriffin@grad.msstate.edu or Pam Sullivan at pps9@grad.msstate.edu.
6. If you are taking an undergraduate course, request the OGS staff member to enter a level override for the course. The academic department's approval is also required to register for an undergraduate course.
7. From the MSU website, go to MyBanner for Students, click on Register for Class on the Registration menu, and follow the steps to register for class.

**PLEASE NOTE**

- \* A **maximum of 9 graduate hours** earned as unclassified may be applied to a program of study subject to the approval of the student's graduate committee if the student is later admitted to a graduate degree program. These credit hours of coursework must have been completed within the required time limits for completion of the degree.
- \* In most cases Financial Aid for unclassified students is not available. Contact Student Financial Aid at 662-325-2450 for more information.

Student Signature: \_\_\_\_\_