ANSWERS TO COMMON STUDENT INQUIRIES

ADDRESS CHANGES

1. Students may go to MyCentral to change their local address online.
2. To change their primary mailing address: Go to www.ucmo.edu/registrar; Click on FORMS; Click on ADDRESS CHANGE. Follow instructions on the form.
3. Contact the Registrar’s Office for any changes to the Diploma Address. DO NOT make any changes to or inactivate the DIPLOMA ADDRESS. This address must be active to appear on the diploma report and mailing labels. The Registrar’s Office works with students to determine the best address to be used for diplomas.

APPLYING FOR GRADUATION (UNDERGRADUATES ONLY)

1. Students should apply for graduation one semester before they intend to graduate and after they have enrolled in all remaining requirements (see that the degree audit shows all requirements in progress).
2. Go to www.ucmo.edu/registrar; Click on APPLICATION FOR DEGREE. Follow instructions on the form. The form will appear after the Senior Exit Survey.
3. NOTE: Graduate students should see the School of Graduate Studies for application information.

ENROLLMENT VERIFICATION

1. Students may print off enrollment verification forms for free online. Guidelines found at www.enrollmentverify.org
   OR
2. Go to www.ucmo.edu/registrar; Click on ACADEMIC RECORDS; Click on ENROLLMENT/DEGREE VERIFICATION.

GET AN OFFICIAL TRANSCRIPT

1. Information about transcripts can be found at www.ucmo.edu/registrar/records/transcripts.cfm. Both unofficial and official transcripts are unavailable to students if they have a financial hold on their account.
2. UNOFFICIAL - Sign into MyCentral; Go to the STUDENT SERVICES tab and under UCM STUDENT RECORDS.
3. OFFICIAL - There is a fee for official transcripts ($5 for mailed/e-mailed or $10 for faxed). Sign into MyCentral; Go to the STUDENT SERVICES tab and under UCM STUDENT RECORDS.
4. Students who are unable to log into MyCentral to order a transcript may use the pdf Transcript Request Form available at http://www.ucmo.edu/registrar/forms/documents/transcript.pdf.

READMISSION TO THE UNIVERSITY

1. Students who once attended UCM and left on their own (were NOT suspended or dismissed) may contact the Office of Admissions for undergraduate readmission or the School of Graduate Studies for graduate readmission.
NAME CHANGE (for current and former undergraduate students)

1. Go to www.ucmo.edu/registrar; Click on FORMS; Click on NAME CHANGES. Follow instructions on the form.
2. Bring/mail/fax the printed form and documentation (marriage license; court document, etc.) to the appropriate office.
3. NOTE: newly admitted students who need to change their name prior to enrollment should contact the Office of Admissions. Graduate students should contact the School of Graduate Studies.

PETITION FOR REINSTATEMENT (UNDERGRADUATES ONLY)

1. Students who have been suspended or dismissed may petition for reinstatement. Guidelines can be found at http://www.ucmo.edu/reinstatement. Reinstatement is not automatic or guaranteed.
2. Go to www.ucmo.edu/registrar; Click on ACADEMIC STANDING; Click on REINSTATEMENT; Follow the instructions on the website.
3. The online petition is routed to the academic advising center that houses the major that the student chooses on the petition. If undecided, it will be routed to the Gateway Advising and Major Exploration Center.

TRANSFER WORK

1. Check transfer work on a student’s record by viewing the unofficial transcript or degree audit online.
2. If transfer work is not posted check with the Office of Admissions (undergraduates) or School of Graduate Studies (graduate students) to see if the transfer transcript has been received.
3. Questions about transfer articulation should be routed to the Office of Admissions (articulation@ucmo.edu).

WITHDRAW AFTER THE DROP DATE (UNDERGRADUATES ONLY)

1. DOCUMENTED EXTENUATING circumstances must apply to be considered for a late drop/withdrawal (examples: severe illness, death in family, military service, etc.).
2. Withdraw from all coursework: See STUDENT EXPERIENCE & ENGAGEMENT (ADM 214)
3. Withdraw from partial coursework: Go to www.ucmo.edu/registrar/petitiontowithdraw.cfm for guidelines & petition.

REFUND OF COURSE FEES

1. Students who have dropped a course and want to petition for additional refund than they received may do so by using the online petition available at http://www.ucmo.edu/portal/refund/.
2. The petition will be routed to the School of Graduate and Extended Studies if it is an online, graduate, or extended studies course. For all other courses, the petition will be routed to the academic advising center that houses the major that the student chooses on the petition. If undecided, it will be routed to the Gateway Advising and Major Exploration Center.

CHANGE MAJOR/MINOR

1. To change major or minor, students should be referred to the academic advising center of the new major/minor. If undecided, refer to the Gateway Advising and Major Exploration Center.