ANSWERS TO STUDENT INQUIRIES

ADDRESS CHANGES

1. Students may go to MyCentral to change local address online
2. To change primary mailing address: Go to www.ucmo.edu/registrar; Click on FORMS; Click on ADDRESS CHANGE. Follow instructions on the form.
3. Contact Registrar’s Office for any changes to 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 student to determine the best address to be used for diplomas.

APPLY 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.

ENROLLMENT VERIFICATION

1. Guidelines found at www.enrollmentverify.org OR
2. Go to www.ucmo.edu/registrar; Click on ACADEMIC RECORDS; Click on ENROLLMENT/DEGREE VERIFICATION.

GET A 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. Sign into MyCentral; Go to the STUDENT SERVICES tab and under UCM STUDENT RECORDS.

NAME CHANGE (ENROLLED STUDENTS ONLY)

1. Go to www.ucmo.edu/registrar; Click on FORMS; Click on NAME CHANGES. Follow instructions on the form.
2. Bring/mail the printed form and documentation (marriage license; court document, etc.) to the appropriate office.
PETITION FOR REINSTATEMENT (UNDERGRADUATES ONLY)

1. Students who have been suspended or dismissed may petition for reinstatement. Guidelines 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.

TRANSFER WORK

1. Check transfer work on student record by viewing unofficial transcript online or degree audit.
2. If transfer work is not posted check with the ADMISSIONS OFFICE to see if the transfer transcript has been received.

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 AFFAIRS (ADM 214)
3. Withdraw from partial coursework: Go to www.ucmo.edu/latewithdrawal for guidelines & petition form.