

# Lionet Self-Service Student Registration

Opening Registration dates for Fall 2020:

- March 23<sup>rd</sup> - Special groups, seniors, master's students
- March 30<sup>th</sup> – Juniors
- April 6<sup>th</sup> – Sophomores
- April 13<sup>th</sup> – Freshmen (with one or more credits)

Students will not be permitted to register before their time listed above.

1. Consult with your advisor on the best course of action.
2. View your degree audit to determine course requirements for your major. See instructions below.
3. Consult the college catalog for degree requirements, course descriptions, and prerequisites  
<https://catalog.mssu.edu/>
4. View the summer or fall schedule to find course offerings for the term.  
<https://www.mssu.edu/academics/classes/> or open class list: <https://lionet.mssu.edu/web/guest/course-list>
5. Register through Lionet.

Log on to Lionet from the MSSU home page: [www.mssu.edu](http://www.mssu.edu)

Graduate Programs
Honors Program
International Studies
Distance Learning
Class Schedules
Organization
Admissions Office

Email	1 Lionet	Blackboard	Library
Calendar	Emergency	Directory	Residence Life

## Academic Resources

**Academic Advising** – Here you can get help with class schedules and course information from one of our knowledgeable advisers.

**Academic Calendar** – We use this calendar to keep you up-to-date with academic information like upcoming on-campus tests, commencement and related activities.

**CLEP Testing** – CLEP: Save Time. Save Money. Earn college credit with the CLEP exams.

- 2 **Course Catalog** – The catalog houses all important information about the courses we offer, including detailed course descriptions and which semester you can expect to see each course offered.

**Degree Finder** – Curious about what other degrees we offer? Click here to find out.

**Final Exam Schedule** – Mark your Midterm and Final Exam dates down in your calendar!

**Financial Aid** – Have a look at all our Financial Aid information, tips and guides—trust us, it'll come in handy.

**Library and Information Services** – Our Library is home to a wide range of tools and resources for you to use.

**Lion Alert** – If you believe another student to be at-risk academically, refer him or her so we may provide them with helpful resources as soon as possible.

- 3 **Open Class List** – This interactive tool allows you to see which classes you can still enroll in for the upcoming semesters.

**Pay Your Bill** – No need to stand in line when you can pay all your tuition bills using our helpful online tool.

**Registrar** – A great resource for your transcripts, student records, grades and graduation information.

- 4 **Schedule of Classes** – A handy collection of all the important dates and times of semester-relevant testing, class times, financial aid deadlines and more.

**MSSU.edu**  
Use these resources during the registration process.  
1. Lionet - to register for courses  
2. Course Catalog  
3. Open Class List  
4. Schedule of Classes

From Lionet:

## MSSU Student Resources

[Data Security](#)

[National Student Clearinghouse](#)

- [Order Transcript](#)
- [Order Enrollment Verification](#)
- [Student Loan Information](#)

## Student Quick Links



[MSSU Bookstore](#)

[Blackboard](#)

[Student Booklist](#)

[1098-T Tax Form](#)

[Self Service Menu](#)

[Student Menu](#)

[Midterm Grades](#)

[Final Grades](#)

[Financial Aid](#)

[Touchnet Payment Portal - Pay My Bill](#)

[Registration Tools](#)

[Student Account Detail](#)

[FERPA Information](#)

[Office 365](#)

[Library Account](#)

[Student Handbook 2018-2019](#)

[Alcohol and Drug Free Policy](#)

**Lionet:  
Student Quick Links  
Registration Tools**

wn

MS!  
Sou

Ho

You  
aut

If y  
and  
pho

We  
[Cli  
to c

Wh

You

For

Plea

Stu

No

Tut

Mis

scr

indi

like

a h

Mis

Our

Gra

No

# ALTERNATE REGISTRATION PIN

Please note, students in the early enrollment group will receive a prompt asking for their Alternate Registration PIN. Please enter the six-digit PIN provided on Lionet.

If you get this message, but a PIN is not provided, you fall in the group that must register through their advisor (freshmen, new transfer students, students on probation, and non-degree seeking). Contact your advisors to get enrolled.

**MISSOURI SOUTHERN**  
STATE UNIVERSITY

**Personal Information** **Student** **Financial Aid**

Search

## Registration

- Select Term**
- Add or Drop Classes
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Registration Status
- Update Student Term Data
- Active Registration
- Registration History
- Concise Student Schedule

Click **Select Term, Add or Drop Classes, or Look Up Classes.**

More information on searching for classes is located toward the end of the instructions.

Search  Go

## Registration Term

Allowing students to use the **Add or Drop Classes** function is up to the individual advisor (e: to add classes through the first week of the fall/spring term and drop classes through the sec

Select a Term: 2020 Fall (AY 2021) (View only)



Select the summer of fall term.

RELEASE: 8.7.1

Search  Go

**Add or Drop Classes**

Use this page to add or drop classes for the selected term. Classes for which the student has already registered v the Add Classes table. Classes may be dropped using the options available in the Action field. If no options are li

You may choose Class Search to review the class schedule.

### Add Classes Worksheet

CRNs

6008

6105

From the **Add or Drop Classes** link, add the CRNs of your choice. Then click on the **Submit Changes** button.

**Submit Changes**

Class Search

Reset

# Add or Drop Classes

Use this page to add or drop classes for the selected term. Classes for which the student has already registered will appear in the Add Classes table. Classes may be dropped using the options available in the Action field. If no options are listed

You may choose Class Search to review the class schedule.

**Confidential Information for Student I. Testing**

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level
**Web Registered** on Mar 13, 2020	None	6008	SOC	0110	50	Undergrad(Course a
**Web Registered** on Mar 13, 2020	None	6105	MGMT	0354	50	Undergrad(Course a

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 9.000  
Date: Mar 13, 2020 04:49 pm

You were successfully registered into CRNs 6008 and 6105. Enter any additional CRNs in the worksheet area and click on **Submit Changes**.

## Add Classes Worksheet

**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------

To search for course offerings, access the **Look Up Classes** link under the **Registration Tools** link:

## Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search

**Subject:**

- Communication
- Computer Information Sci
- Continuing Education
- Criminal Justice
- Dental Hygiene
- Economics
- Education
- English**
- English as Second Lang
- Entrepreneurship

1

**You may use the Look Up Classes link for an Advance Search of course offerings.  
Example: ENG 0101 (be sure to list 4**

**Course Number:**

2

**Title:**

**Schedule Type:**

- Blended (ITV Plus Internet)
- Combined Methods (Hybrid)

**Instructional Method:**

- Electronic Conferencing
- Individual Learning

**Credit Range:**  hours to  hours

**Campus:**

- Community Service Courses
- Main Campus

**Course Level:**

- Com.Serv.(Course level only)
- Cont.Ed. (Course level only)

**Part of Term:**

## Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Click on the CRN number link to see additional information including special fees, requirements and course description.

### Sections Found

#### English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	<a href="#">6239</a>	ENG	0101	50	CAM	3.000	College Composition I (Writing Intensive)		TBA	25	2	23	0	0	0	Trisa A Moss (P)	06/01-07/23	ONLINE
<input type="checkbox"/>	<a href="#">6243</a>	ENG	0101	51	CAM	3.000	College Composition I (Writing Intensive)		TBA	25	4	21	0	0	0	Rebecca Mouser (P)	06/01-07/23	ONLINE

Register  Add to Worksheet

Click on the box under the **Select** heading for the course you wish to enroll in. Click on Register.

[ [Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#) ]

RELEASE: 8.7.2.4

© 2020 Ellucian Company L.P. and

View your **Degree Audit** to follow your progress toward degree completion and on time graduation. Degree Works updates nightly. Any courses you just enrolled in will show on the audit the next day

Personal Information Student Financial Aid

Search  Go

### Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Degree Evaluation\(Degree Works\)](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Apply to Graduate](#)
- [View Application to Graduate](#)

RELEASE: 8.9.1

Lionet:  
Student Quick Links  
Student Menu  
Student Records  
Degree Evaluation (Degree Works)  
<https://www.mssu.edu/student-affairs/registrar/degree-works.php>

### Common registration errors:

- Closed Class – Select another course
- Department Head Approval - Contact the department of the course
- Time Conflict – the CRN conflicts with other class you are registered for.
- Prerequisite - Refer to the college catalog for the required course pre-requisites. Select an alternate class or contact the department of the course to request an override.
- Class Rank or Major - Your class rank or major does not qualify to enroll in the course. Contact the department of the course.