

## **Frequently Asked Questions**

### **How do I get a Registration Access Code (RAC)?**

You can obtain your RAC by meeting with your advisor for an advising appointment. RACs cannot be given without meeting with your advisor to discuss your schedule.

### **Who is my advisor?**

You can call the Student Services Coordinator in the School of Human Sciences at 662-325-7703 to find out who your faculty advisor is. Current students can locate their advisors on the Current Students page of the site.

### **How do I apply for graduation?**

You can apply for graduation through your myState login.

### **When is the last day to apply for graduation?**

See the academic calendar.

### **When is the last day to add or drop classes?**

See the academic calendar.

### **When should I have a degree audit?**

You should set up an appointment with Emily Shaw for a degree audit when you have completed 90 hours toward your degree. Basically, you should do an audit before you begin your last 2 semesters of coursework. An appointment is required. You may set your appointment up by email at [eshaw@humansci.msstate.edu](mailto:eshaw@humansci.msstate.edu) or by phone at (662) 325-7703.

### **What if I can't register for a class?**

Look at the error code for the class.

- If it is a major restriction, contact the department that offers the course and ask for permission to register.

You can also call the Registrar's Office (325-2323) or the Human Sciences Office (325-7703) and tell them the error code you received.

### **How do I withdraw from all of my classes?**

You must come to the Human Sciences Office to obtain a copy of the Withdrawal Form. You will then need to have the form signed by the College of Agriculture and Life Sciences Dean's Office.

### **Can I take classes at a community college this summer?**

Yes, with permission. Request forms are available in the Human Sciences Office. You will need to complete the form and include the name and number of the course(s) you plan to take. Your request will need to be signed by your advisor and then returned to Emily Shaw for further approval. Once this form has been approved, you will receive an email stating the courses you

have been approved to take. This process allows us to verify that the course(s) will be applied to your degree program and that you will meet the 32 hour residency requirement.

**How do I find out information on the coursework I transferred to MSU?**

Make an appointment with Emily Shaw to discuss your transfer work.

**Who should I talk to about my internship?**

You should consult the internship supervisor for questions about internships.

**How is the GPA calculated?**

Grade Point Average (GPA) is calculated by dividing the total number of quality points earned by the total number of GPA hours. Quality points are based on a four-point system and are awarded as follows:

A = 4

B = 3

C = 2

D = 1

F = 0

*See the example below.*

| Course  | Grade | GPA Hours | Quality Points | Quality Points Earned |
|---|-------|-----------|----------------|-----------------------|
| HS 1701   | B     | 1         | 3              | 3                     |
| EN 1113   | C     | 3         | 2              | 6                     |
| MA 1313   | A     | 3         | 4              | 12                    |
| PSY 1013  | B     | 3         | 3              | 9                     |
| HS 1523   | A     | 3         | 4              | 12                    |
| <i>Total = Total Quality Points Earned ÷ Total GPA Hours</i><br><b>42 Quality Points Earned ÷ 13 GPA Hours = 3.23 GPA</b> |       |           |                |                       |