

To Register for Prairie Lands Writing Project graduate courses at Missouri Western:

1. **If you were registered for a MWSU course of any kind during the previous semester** (or for the summer if registering in the fall), you may enroll online using your MWSU Goldlink account. Follow the instructions explained here: <https://www.missouriwestern.edu/registrar/wp-content/uploads/sites/282/2014/02/webenrollinstruct.pdf> **To receive the PLWP tuition rate**, you will also need to email Dr. Susan Martens at smartens@missouriwestern.edu to let her know which classes you have enrolled in.
2. **If you were not enrolled in a MWSU course during the previous semester**, you will need to fill out and return the PLWP Missouri Western graduate admission/re-admission form found here: <https://plwp.missouriwestern.edu/sites/default/files/GraduateAdmission.pdf> **and** course registration forms attached to the PLWP listserv email announcing the courses and in the blue left-hand banner of the PLWP website, found here: <https://plwp.missouriwestern.edu/graduatecourses>. Submit these forms using the instructions below.
3. **If you are a first-time graduate student at Missouri Western**, you must also include a **readable** photocopy (does not have to be official) of a college transcript verifying that you are a college graduate, **and** pay Western's one-time graduate application fee of \$45; you pay this only once. If you ever take additional graduate courses at Western, no additional admission fee will be charged. You can include a check for \$45 made out to Missouri Western State University when you return your transcripts and the registration forms **OR** pay the fee via credit card by calling the MWSU Business Office at 816.271.4326 (open 8-4:30 PM M-F except for holidays) **OR** handwrite on the course registration form that you want the \$45 one-time application fee added to your course billing fee. If you are a Missouri Western graduate, you do not have to submit a photocopy of your transcript, but you still must pay the one-time graduate Admissions Fee.
4. **FAX (816 271-4543), scan and email, snail mail, or bring these registration materials by the registration deadline to:**

Dr. Susan Martens, Director
Prairie Lands Writing Project - Eder Hall 201
Missouri Western State University
St. Joseph, MO 64507
smartens@missouriwestern.edu

After you are enrolled in the class and your Prairie Lands Writing Project scholarship has been applied, you will be billed electronically and will need to pay for the course--or make arrangements to pay in installments.

We will contact you if there are any problems in getting you registered for the course after you have been admitted to Missouri Western.

If you have any questions about these courses or registration, contact Dr. Susan Martens, PLWP Director, at 816-271-4315 or at smartens@missouriwestern.edu.

