

**HEA 189 Registration Process
For MSU Eligible Faculty and Staff
Step-by-Step Instructions**

1. For first time HEA 189 students, visit the Registrar's website at: www.murraystate.edu/registrar/hea189.htm and print off the Application Form (found at the bottom of the page). Submit the form to the Admissions Office on the 1st floor of Sparks Hall.
2. If you have previously been a student at MSU, but it has been over 3 years since you have been out, please submit the HEA 189 Admissions Application to the Transfer Admissions Office on the 1st floor of Sparks Hall.
3. Contact Kristi Jackson at 809-3762 or kristina.jackson@murraystate.edu and ask her to apply the overrides for HEA 189.
4. Login to your myGate account and register for HEA 189. *Steps 1 through 4 must be completed before or by the second week of the semester.*
5. Print out a "[MSU Tuition Waiver Form](#)" from the Human Resources website or stop by the Human Resources office on the 4th floor of Sparks Hall to pick up a waiver.
6. After you have completed your Tuition Waiver form (employees' waivers must have supervisor signature), bring to, mail, or fax (809-3464) to Human Resources.
7. Human Resources will review your tuition waiver to verify your employment and then send the waiver to the Bursars office where it will be processed and applied to your account.

Please Note: A MSU ID card and parking tag will be required to use the wellness center facilities. A MSU ID card can be purchased by Non-MSU employees at the Racer Card Office on the first floor of the Curris Center and a parking tag can be purchased at Public Safety on the corner of 15th Street and Chestnut Street.

If you have any questions regarding registration for HEA 189 please contact Kristina Jackson at 809-3762. If you have any questions regarding Tuition Waivers please contact Human Resources at 809-2146.