MUS 2019-20 RE-ENROLLMENT INSTRUCTIONS

Re-enrollment for the 2019-20 school year will be accomplished through our online system. To reserve your son’s (or sons’) place(s) in class next year, submit your signed contract(s) and re-enrollment deposit(s) by **Friday, February 8**. ONLY ONE PARENT IS REQUIRED TO SIGN.

If you are electing Tuition Refund Insurance or Student Accident Insurance, be sure to check the box(es) on the Tuition & Optional Fees form. Any student receiving financial aid or on academic probation must be covered by the Tuition Refund Insurance Plan.

1. To re-enroll, log in to www.musowls.org using your MUS user name and password.*

2. In the notification bar that appears across the screen, click **either “Form(s) to Review” or “Contract(s) to Accept.”**

3. You will be taken to the Files & Forms screen, which has a list of all contracts and forms assigned to you.

4. Complete each contract or form that does not have a “Completed” status by clicking “Review” or “Continue” and advancing through the process indicated by the instructions for each contract or form.

**Notes:** Families will be notified later of any financial aid awards.

  Your email address and mobile phone number will be included in the **U Book directory and school online directories unless you email Jean.Saunders@musowls.org by May 1 to opt out.**

If you have any questions about the re-enrollment process, please contact the Business Office, business@musowls.org or (901) 260-1300.

* If you have not logged in to the MUS system yet, you will find instructions here: www.musowls.org/LoginInstructions
Find instructions for adding online access to your mobile device here: www.musowls.org/onCampusMobile