

Academic Support Center

Advising 411

Volume 1, Issue 1

Fall 2008



CONTACTS

Academic Support Center

- KCU 324
- 615-898-2339

Records Office

- CAB 102
- 615-898-2600

Scheduling Center

- JUB 123
- 615-898-5800

Financial Aid

- CAB 212
- 615-898-2830

Withdrawal Office

- CAB 205-D
- 615-8982808

Bursar's Office

- CAB 103
- Student Accounts
898-898-2167
- Holds
615-898-2761

What is Academic Advising

Many students wonder what academic advising is and why they should seek an advisor. An academic advisor is a faculty or staff member who will help you plan your degree program and select courses. It is

important to meet with an academic advisor several times each year, especially before registration to ensure that the appropriate courses have been selected

for your program. If you don't know who your academic advisor is, you can look on your RaiderNet account or go to the academic support center website for more information, www.mtsu.edu/~advising.



How to Prepare for your Academic Advising Appointment

Being well prepared for your academic advising appointment can be helpful to both you and your academic advisor. At certain times of the year, it may be difficult to get an appointment with your academic advisor at a moment's notice. That's why it's important to be prepared for your academic advising appointment so that you get the most out of the appointment and have all of your questions answered at one time. Here are a few suggestions to help you better prepare for a meeting with your academic advisor.

DO:

- Show up on time for your advising appointment.
- Have a list prepared of the courses that you would like to take or think you may need to take for your degree.
- Call to cancel your appointment well in advance if you are unable to make it so another student may take your appointment time.

DON'T:

- Leave your course selection entirely up to your advisor. What may be interesting to your advisor may not be interesting to you.

Who is my Academic Support Center Advisor?

ASC Freshmen Advisors

Undeclared and Academic Enrichment students with **less** than 30 earned credit hours.

A-B	Latonda Knight
C-D	Horace Stogner
E-G	Jon Scarlett
H-I	Erin Conroy
J-L	Luther Buie
M-O	Becca Seul
P-R	Tyler Henson
S	Hillary Robson
T-U	Mark Templeton
V-Z	Heather Arrington

ASC Beyond 30 Advisors

Undeclared and Academic Enrichment students with **more** than 30 earned credit hours.

A-G	Barbara Hensley
H-N	Carla Hatfield
O-Z	Joe Tucibat

Fall 2008 Advising Timeline

September

Meet with your academic advisor to discuss your semester and ask any questions you may have.

October

- Mandatory advising holds placed on the accounts of undeclared students and students with prescribed courses ([advising holds prevent registration](#)).
- Plan to meet with your academic advisor two weeks prior to your registration date to select courses for the upcoming semester and to have the advising hold removed. [Call 898-2339 to schedule an appointment.](#)

November

Spring 09 registration begins November 10-21. Don't miss your registration date!

December

- Having registered on your assigned date, you are set for the Spring 09 semester.

Advising Note

Remember to check your MTSU e-mail for important messages from your advisor.

Free Tutoring Services

MIDDLE TENNESSEE STATE UNIVERSITY
 "COMMITTED TO YOUR ACADEMIC SUCCESS"



University Writing Center (Times subject to change)		
Mon-Thur	8:00 am-6:00 pm	PH 325
Friday	8:00 am-3:00 pm	PH 325
Saturday	10:00 am-1:00 pm	PH 325
University Speaking & Writing Center (Times subject to change)		
Tues- Thur	8:00 am-4:00 pm	Ezell Hall 119
Writing Center Computer Labs		
Mon-Thur	8:00 am-5:00 pm	PH 326
Friday	8:00 am-3:00 pm	PH 326
Academic Enrichment Math Lab		
1010K & 1710K Mon-Thur	8:00 am-7:00 pm	SAG 202
1000K & 0990 Friday	8:00 am-1:00 pm	SAG 202
Psychology 1410		
Mon & Wed	9:00 am-11:00 am 1:00 pm-3:00 pm	JH 111
Tues & Thur	10:00 am-12:00 pm 2:00 pm-4:00 pm	JH 111
Friday	9:00 am-11:00 am	JH 111

Foreign Languages Lab		
Mon-Thur	8:00 am-8:00 pm	BDA 303A
Friday	8:00 am-4:00 pm	BDA 3030A
Math Help Lab: Offers tutoring in Math 1010 , 1410 , 1420 , 1530 , 1630 , 1710		
Mon-Thur	9:00 am-4:30 pm	KOM 204
Friday	9:00 am-3:00 pm	KOM 204
Calculus Tutorial Lab Math , 1720 , 1730 , 1810 , 1910 , 1920 and 3110		
Mon-Thur	9:00 am-4:30 pm	KOM 252
Friday	9:00 am-3:00 pm	KOM 252
Math Computer Lab		
Mon-Thur	9:00 am-5:00 pm	KOM 351
Friday	9:00 am-12:00 pm	KOM 351





KUC 324
Open M-F 7:30 am-5:30 pm
Phone: 615-898-2339
Fax: 615-904-8423
E-mail: ascadvis@mtsu.edu

**ACADEMIC SUPPORT
CENTER**

*Committee to your academic
success!*

We're on the web
[www.mtsu.edu/
~advising](http://www.mtsu.edu/~advising)

Important Dates

Fall 2008



September 7: Last day for a 75% fee adjustment.

September 7: Last day to drop or withdraw without a grade.

September 20: Last day for 25% fee adjustment.

October 12: Last day to drop or withdraw with a grade of "W".

November 10-21 Priority Registration for Spring 2009 Classes.

November 26: Last day to withdraw from the university.

December 4: Study day.

December 5-11: Final exams.



Our office will be moving to McFarland. Please check your MTSU email for notification of the move.