



Parent Handbook

2009–2010

Undergraduate Advising Center
N219 Business and Aerospace Building
(615) 898–2764



Table of Contents

The Purpose and Benefit of this Handbook	3
About Jennings A. Jones College of Business	3
College of Business Majors	3-4
Requirements for Admission to the Jones College of Business	4
The Advising Process	4
The Advisement Center Staff	5
Important Dates	5
Financial Aid and Scholarship Information	5
Career and Employment Center	5-6
Help Labs and Computer Lab	6
Guidance Services	6
Student E-mail Accounts	6
FERPA: Family Educational Rights and Privacy Act	6-7
Additional Support Services	7
Student, Employer, and Automobile Information	8
Student Schedule	9

The Purpose and Benefit of this Handbook

This handbook is designed to help you better understand the Jones College advising process. In addition, this handbook will give you some general information about the Jones College, the University, and the resources available to your student.

About Jennings A. Jones College of Business

The Jones College of Business is accredited by AACSB International – the Association to Advance Collegiate Schools of Business. Currently, only 15 percent of schools are accredited by AACSB. In addition, the Accounting Department has received additional specialized accreditation. Currently, only 6 percent of schools worldwide have this accreditation. MTSU has more than 125 full-time business faculty members making it one of the largest faculties in the United States. There are more than 3,400 majors and 500 graduate students. The Jones College of Business offers 12 Bachelor of Business Administration (B.B.A.) degree programs, 4 Bachelor of Science (B.S.) degree programs, and 6 graduate programs.

College of Business Majors

B.B.A. Degree Programs

Major:

Accounting
Business Administration
Economics
Entrepreneurship
Finance
 Business Finance
 Concentration
Finance
 Financial Institution
 Management Concentration
Finance
 Insurance Concentration
Finance
 Real Estate Concentration
Information Systems
Management
Marketing
Office Management

Minor:

Business Administration
Economics and Finance
Business Administration
Business Administration
Business Administration

Business Administration

Business Administration

Business Administration
Business Administration
Business Administration
Business Administration

B.S. Degree Programs

Major:

Business Education
Teaching Option
Business Education
Non-teaching Option
Business Education
Training and
Development Option
Economics

Minor:

Secondary Education
Business Administration
Business Administration
Student Selected

To get more information about degree requirements, please go to:
<http://business.web.mtsu.edu/>. Click on "About Jones College." Then, click on "Academic Advising."

Requirements for Admission to the Jones College of Business (Effective Fall 2007)

For complete details, please refer to the 2007-09 Undergraduate Catalog.

- ▲ Minimum of 30 semester hours of degree credits (excluding Academic Enrichment and High School Deficiencies)
- ▲ Completion of all high school deficiency requirements
- ▲ Completion of all academic enrichment requirements
- ▲ Cumulative GPA of 2.250 on all college-level coursework
- ▲ A 2.000 average among these four designated pre-business courses:
(Jones College will follow the MTSU repeat policy)
ACTG 2110 QM 2610
ECON 2410 ECON 2420

The Advising Process

Advising is required for new freshmen and transfer students. All other students are not required to meet with an advisor. However, students are encouraged to contact an advisor anytime they need assistance. During the advising meeting, the student and advisor will discuss the student's academic schedule and any concerns the student may have. Meeting with an advisor on a regular basis can help ensure that students are on the right academic path.

The Advisement Center Staff

Gretchen Leming, Manager
Amanda Chambers, Academic Advisor
Paula Calahan, Academic Advisor
Contact number: (615) 898-2764

In addition to the Advisement Center staff, students are assigned a faculty advisor. Students should check their PipelineMT account to find out who their advisor is, or they may need to contact their major department if an advisor has not been assigned to them.

Important Dates

Important dates for each semester are listed in the first few pages of the current schedule book. The following are typical time periods you should be aware of each semester (different in summer):

Time Period to Add a Class	3-4 days after first day of class
Time Period to Drop a Class without a Grade	2 weeks after first day of class
Time Period to Drop a Class with a "W"	6 weeks after first day of class
Receive a 100% Refund	1 day before first day of class
Receive a 75% Refund	2 weeks after first day of class
Receive a 25% Refund	3 weeks after first day of class

You may also go to <http://www.mtsu.edu/events/> which allows you to view University and Departmental Events and Calendars.

Financial Aid and Scholarship Information

If you are interested in learning more about financial aid and scholarships, please go to <http://financialaid.web.mtsu.edu/>. This website provides detailed instructions for applying for aid. In addition, all of the MTSU scholarships are listed along with the qualifications. Listed below are the scholarship application deadlines:

- December 1 for incoming freshman and currently enrolled students
- February 15 for transfer students

Career and Employment Center

The MTSU Career and Employment Center assists students and alumni in all stages of the job search. Katy Riddle is the coordinator for the Jennings A. Jones College of Business Career and Employment Center; she welcomes any questions you may have. She can be contacted by:

E-mail: kfriddle@mtsu.edu

Office: (615) 494-8911

In addition, you may find the Career and Employment Center website to be helpful: <http://mtsu.edu/~career>.

Help Labs and Computer Lab

Help labs are available throughout the University. Students can contact the appropriate departmental office for details on locations and hours.

Examples of labs are Accounting, Economics and Finance, Statistics, Math, and Writing. We encourage students to contact the College of Business Advising Center if they need assistance in locating a lab. In addition to help labs, The Jennings A. Jones College of Business Computer Lab is located in the Business and Aerospace Building, S137. The lab is open 24 hours a day/ 7 days a week and has approximately 200 computers. For more information, go to <http://www.businesslab.mtsu.edu/lab>.

Guidance Services

Guidance Services offers personal counseling, assisting students in their emotional, intellectual, and social growth. Services are provided in a non-judgmental and confidential environment. In addition, this office provides a variety of testing services to students and the public. Guidance Services is located in the Keathley University Center, 329. Testing Services is located in 327. To view their website, please go to <http://www.mtsu.edu/~countest/index.htm>.

Guidance Services Contact: (615) 898-2670

Testing Services Contact: (615) 898-2863

Student E-mail Accounts

All MTSU students have e-mail accounts. Students must activate their account before they may register for courses. Furthermore, students should check their MTSU e-mail accounts on a regular basis to ensure they are receiving important University and course information. Professors and MTSU personnel contact students through campus e-mail. Therefore, it is extremely important that students utilize this resource. To get more information about student e-mail accounts, please go to <http://www.mtsu.edu/~itd/>, and click on "Student Accounts."

FERPA: Family Educational Rights and Privacy Act

FERPA was passed by Congress in 1974. This Act grants four specific rights to the adult student:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement of record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the FERPA Office in Washington

Under this Act, student educational records are considered confidential and may not be released without the written consent of the student. To learn more about FERPA, please go to: <http://www.mtsu.edu/misc/policy.html>.

Additional Support Services

Admissions Office	(615) 898-2111
Business Office	(615) 898-2540
Disabled Student Services	(615) 898-2783
Financial Aid	(615) 898-2830

Additional Support Services

Health Services	(615) 898-2988
Housing and Residential Life	(615) 898-2971
Multicultural Affairs	(615) 898-2987
Public Safety Department	(615) 898-2424
Records Office	(615) 898-2600
Scheduling Center	(615) 898-5800
University Honors College	(615) 898-2152
University Withdrawal Office	(615) 898-2808

Student Information

Residence Hall _____ Room # _____

Campus Address _____

Telephone # _____ E-mail _____

Roommate _____

Employer Information

Employer _____

Address _____

Telephone # _____

Automobile Information

Driver's License Number _____

Car Make and Year _____

Car License # _____ MTSU Tag # _____

Insurance Company _____

Policy Number _____

Student Schedule

Monday (M):

Tuesday (T):

Wednesday (W):

Thursday (R):

Friday (F):

Notes:

Notes:



Jennings A. Jones College of Business
Middle Tennessee State University
P.O. Box 101
Murfreesboro, TN 37132

The Jennings A. Jones College of Business is committed to three guiding principles: QUALITY, ACCESSIBILITY, and VALUE.