1. **This summer discuss the following with your student:**

   - Your student needs to plan to take 15 credit hours each semester and complete 30 credit hours per calendar year. Students who take fewer credit hours take longer to graduate and a significant majority never graduate.
   - We expect your student to graduate in 4 years (15 credit hours per semester × 2 semesters (fall/spring) = 30 credit hours × 4 years = 120 credit hours = MTSU GRADUATE!)
   - Your student needs to see their time at MTSU as their full-time job.
   - If your student must work, limit the work to part-time.
   - A reasonable date for the first visit home.
   - A back up plan in case of homesickness.
   - Expectations about practical things like laundry, curfew, and family time when the student does come home to visit.
   - How you will support and inform each other in the event of a family crisis.
   - Financial expectations, including who pays for failed classes or withdrawals. Remember deadlines for dropping classes and potential financial aid reductions associated with dropping classes.

2. **Talk with your student about support systems on campus**

   - An important phone number will be the MT One Stop at 615-898-2111. The MT One Stop, located in the Student Services and Admissions Center, provides integrated services in the areas of enrollment, course registration, financial aid, tuition and billing, transcripts, dropping/adding classes, and withdrawals.
   - Counseling Services at 615-898-2670
   - The Disability & Access Center (DAC) at 615-898-2783 - DAC houses the Adaptive Technology Center (ATC) – providing alternative formats of print material, adaptive hardware/software, and any other form of access via technology that is within their ability to offer.
   - Housing concerns can be addressed through the front desk in each residence hall or by calling 615-898-2971.
   - Discuss plans in case of a medical emergency. Teach your student basic guidelines/questions for ruling out an emergency: Are you able to breathe? Are you conscious? Not bleeding profusely?
   - Remind them of costs associated with unnecessary trips to the emergency room.
   - If it is not an emergency, go to Student Health Services prior to 4:00 pm or to a local Murfreesboro walk-in clinic after 4:00 pm.
   - **After hours healthcare and information is available by calling Student Health Services at 615-898-2988 (after 4pm).** This number will connect students to an experienced nurse who will help them figure out the best course of action to take with regard to a health concern/crisis.
   - If it is an emergency, remind students to call University Police at 615.898.2424 or dial 911 and/or go directly to the emergency room.
• Send along with your student a first aid kit available through Student Health Services, 615-898-2988, and teach your student how to use a thermometer, aspirin, Tylenol or ibuprofen, and Tums.
• Be sure your student has a duplicate copy of their health insurance card.
• The Office of Student Success offers free tutoring services. You can contact them at 615-904-8014.
• The VP for Student Affairs at 615-898-2440.

3. Safety Issues and Resources
• Help your student learn to always lock car doors, room doors, outside doors. Students should lock the door and carry the key even for something as quick as a trip to the residence hall bathroom. Most crimes are “crimes of opportunity”. Students should learn to use peepholes to identify visitors. Students must NEVER prop open doors to residence halls, even on their own wing or floor.
• The Violence Against Women Act includes the Campus SAVE Act which mandates steps institutions will take to assist victims of sexual aggression and harassment. The MTSU Sex Discrimination, Harassment, & Assault - Title IX website (mtsu.edu/title ix/) and the MTSU Sexual Violence website (http://www.mtsu.edu/sexual-violence/) includes information and steps for students who are victims of forcible and non-forcible sex offenses and aggravated assault, including domestic violence, dating violence, and stalking to seek information about the options for victims to report, or not to, as well as how to notify and seek assistance from law enforcement and campus authorities.
• Talk to your student about making responsible choices and decisions when it comes to sexual activity. Make sure they understand the meaning of consent and talk about bystander intervention.
• Be sure to obtain rental insurance or confirm that your homeowner’s policy will provide coverage. The University, on-campus housing nor local apartment complexes will cover your student’s computer, DVD player, or personal property if it is damaged or stolen.
• Tell your students repeatedly, “Please, do not walk alone after dark. Stay in a group and stay in spaces that are well lit and use campus escort services.”

4. University Police 615-898-2424
• Encourage students to sign up for Alert4You messages (http://www.mtsu.edu/alert4u/index.php) and utilize the Rave Guardian app (http://police.mtsu.edu/guardian.php)
• Teach students that there is a ZERO tolerance policy in housing for drug use or the possession of drug paraphernalia. If a student is found responsible for use or possession of drugs in the residence halls, they will be removed immediately and you will be left to pay for the empty room as well as their new apartment.
• MTSU is a dry campus and alcohol is not permitted. Have a talk with your student about alcohol use and abuse. Remind them of the law, and penalties for breaking the law. If your student chooses to use alcohol, teach them to be informed and responsible. Talk about designated drivers and the need to keep one’s drink and room key with them at all times.

3. Roommates
• Students who live on campus or at home tend to do better academically than students who live off-campus or not at home.
• Sharing a room is different than living in a single room/at home with the family. Explain minimal socially accepted levels of hygiene, the difference between being assertive or aggressive and between being a doormat or being tolerant.
• Off campus apartments rent to anyone – not exclusively to students; do your research.
• Housing staff allow students to move as many times as they want, provided Housing is notified first and has a room is available. Other options include mediation at no charge through Judicial Affairs, 615-898-2750.
Middle Tennessee State University is the home to more than 22,000 students and more than 800 faculty and staff. As a community, we work hard to create a safe and supportive environment for study, teaching, research, learning, and recreation. Our success depends on each individual taking appropriate precautions and participating fully in the safety measures available.

Safety for the campus is considered to be a partnership, requiring the participation and support of students, faculty, staff, and family members. Resources are available to address distressed, disruptive, or dangerous persons on the campus, but activation of those resources depends on community members alerting responsible authorities when they observe a potentially disruptive or dangerous situation. This means students must tell faculty, University police, or other staff if they are aware of a situation that causes them concern for their own safety or the safety of others.

**University Police ARE TRAINED TO TAKE THE LEAD**

University Police is composed of 36 commissioned officers who have been trained to respond to a wide range of emergencies. In addition, the Murfreesboro City Police will assist University Police with manpower and equipment in a crisis situation.

**University Police EXPECT STUDENTS, FACULTY, AND STAFF TO:**

- Make safety a priority; visit [www.mtsu.edu/alert4u](http://www.mtsu.edu/alert4u) and familiarize yourself with the resources available on the website.
- Be watchful and aware of the environment and of one another. Call the police to report suspicious behavior.
- Respond immediately to official notices, requests, commands and alarms.
- In a crisis situation, remain as calm as possible; know what you would do to keep yourself safe.
- In a situation of violence, fire, chemical hazard, or severe weather, follow instructions for moving to a safe location. Use good judgment.
- In a situation involving a nearby or immediate threat, hide in place or, if possible, move to another location. Use good judgment.
- When the opportunity is available, call the police.

To reach University Police on a campus phone, call 9-1-1 or 2424.
To reach University Police on your cell phone, call 615-898-2424.
If you call 9-1-1 on your cell phone, you will reach the Murfreesboro City Police and then be routed to University Police Dispatch. This will create an additional delay in connecting you to the appropriate authorities.
MTSU IS SERIOUS ABOUT SAFETY ON CAMPUS

- Police force of 36 officers and growing
- Student escort service may be requested to accompany students walking on campus
- Increased lighting on parking lots and walkways
- Numerous external and internal video surveillance cameras on campus that capture images for later review and identification of perpetrators by police
- Adopt-A-Cop program, with a police officer assigned to each residence hall
- Police bicycle patrol
- Comprehensive Campus Emergency Operations Plan
- Full-time environmental health & safety inspector
- Active and ongoing Environmental Health & Safety Committee
- RAD (Rape Aggression Self Defense) Program
- Campus-wide initiative to educate and train our students on conflict resolution and mediation.

MTSU FOCUSES ON WORKING WITH STUDENTS TO CREATE A SAFE LIVING ENVIRONMENT

Housing and Residential Life staff members work in partnership with students living in on-campus apartments and residence halls to effectively manage security and communication within these communities. Security and emergency systems in place include the following:

- Front-desk services to assist with information, security, and communication.
- Cameras that monitor many community areas, including elevators, laundry rooms, and computer labs. On-going surveillance is not provided, but the cameras capture images for later review and identification of perpetrators by police.
- Resident Assistants are on duty every weekday evening and throughout each weekend. Housing and Residential Life supervisors and department heads are reachable after hours.
- Housing and Residential Life staff work closely with Counseling Services to support and assist students dealing with mental health issues.

MTSU IS ALREADY PREPARED TO:

- Broadcast a text/e-mail message along with a voice alert to all students, faculty, and staff.
- Post a proactive message on the University Web site — www.mtsu.edu
- Broadcast a message over our outside alert system (tornado system).

For additional information regarding emergency responses, please visit MTSU Alert4U at: www.mtsu.edu/alert4u/

IMPORTANT CONTACT NUMBERS:

University Police: 615-898-2424
MTSU Counseling Services: 615-898-2670
MTSU Housing/Residential Life: 615-898-2971
MTSU News and Public Affairs: 615-898-2919
MTSU Student Affairs: 615-898-2440

*When dialing any of the above numbers from a campus phone, it is only necessary to dial the last 4 digits of the number.
MTSU Counseling Services offers limited (short-term) services.

New students in need of continued mental health services should:

1. **Make an appointment with the student’s home doctor.**
   - Your student’s doctor needs to be informed that the student is beginning college and whether or not s/he will be living in a residence hall or off-campus apartment rather than with your family. *Take this guide with you and let the doctor read it.*

2. **Make plans:**
   - **How will prescriptions be refilled?**
   - Transfer prescriptions to the MTSU on-campus pharmacy in person during regular business hours or by calling **615-494-8888**.
   - Or check with local pharmacies in Murfreesboro to determine their daily and weekend hours of operation.
   - Give students a copy of health insurance cards and make sure the student has a way to pay for the medications.
   - **How will necessary lab work be completed?**
   - Some students will need to have periodic lab tests done to measure blood levels.
   - MTSU’s Student Health Services, **615-898-2988**, has an onsite laboratory which performs routine screenings and some tests at a minimal cost.
   - Additionally, you may ask the student’s doctor for a written order for the lab work and deliver this order to an appropriate local lab in Murfreesboro.

3. **Help your student learn to manage their condition independently.**
   - **How should medications be stored?**
   - Help your student plan to keep medication in the same place every day; i.e., the top drawer of the dresser.
   - If it is lost, contact the doctor immediately.
   - Ask if she or he would be willing to call in a refill prescription to your drug store or the on-campus pharmacy.
   - Have the phone number of the drug store available when you call.

4. **What if my son/daughter experiences emotional or psychological crisis while at school?**
   - During MTSU Counseling Services business hours, 8:00 a.m. to 4:30 p.m., a student can come to Keathley University Center, room 326, **615-898-2670**.
   - **After hours, in the evenings and on weekends, call Mobile Crisis (24/7 crisis management services) at 1-800-704-2651 or go to a hospital Emergency Room (ER).**