



MTSU Dual Enrollment Handbook

Updated Summer 2018

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Welcome, and congratulations on your acceptance into Middle Tennessee State University's Dual Enrollment Program!



On behalf of the MTSU community, we would like to welcome you to our Dual Enrollment program. We are pleased you have decided to participate and look forward to working with you.

As a Dual Enrollment participant, you have the unique opportunity to take challenging college coursework while still in high school. It is our hope that you will have a rewarding experience here at MTSU.

This student handbook will provide you with valuable information about policies and procedures, requirements and benefits, and the different ways you can engage with the MTSU community. Please take time to read it in its entirety.

Contact the Dual Enrollment offices should you have any questions or concerns.

Best wishes for a successful and fulfilling MTSU experience!

The Purpose of Dual Enrollment

What is Dual Enrollment?

The MTSU Dual Enrollment Program allows high school students to take college classes before they graduate. It's a great way for motivated students to get a head start on earning college credit, save money on tuition, and have a taste of what it's like to be an MTSU student. Classes can be taken on campus, online, or at a student's high school.

Who can participate?

To take Dual Enrollment courses at MTSU, students must:

- Be a junior or senior in high school
- Have a minimum 3.0 high school GPA or an ACT composite score of 22
- Submit all required documentation and \$25 application fee
- Some courses, such as math and English courses, have additional requirements for participation. Contact the Dual Enrollment office for questions concerning prerequisites, ACT subscores, etc.

Additional benefits of Dual Enrollment

- MTSU Student ID
- Access to all campus events (performances, free admission to athletic events)
- Access to the MTSU Campus Recreation Center
- Access to the James E. Walker Library
- Student discounts at various locations in Murfreesboro/Rutherford County
- Orientation for students taking courses on campus
- MTSU tutoring at <http://www.mtsu.edu/studentsuccess/tutoring.php>.
- Access to the MTSU Writing Center
- Access to The Albert Gore Sr. Research Center collections

MTSU Writing Center:

At the Writing Center, you can find guidance for any language-based task you might have whether it is a class assignment (such as an essay, research paper, speech, or presentation) or a personal project (a piece of creative writing, or personal statement). Writing Consultants can provide guidance during any part of your writing process from brainstorming to revising and polishing. Please visit <http://www.mtsu.edu/writing-center/> for more information.

Walker Library:

Dual Enrollment Students are allowed to use the James E. Walker Library. The library has a collection of well over a million volumes on the shelves, but is dedicated to helping students feel successful and help break down any feelings of being overwhelmed by the size and scope of not only the library, but the whole college experience. To find their location and hours of operation please visit <http://library.mtsu.edu/hours.php>.

Disability and Access Center:

If you should need assistance from the Disability and Access Center please contact our office for more information.

The Dual Enrollment Offices

The Dual Enrollment offices are found just off MTSU's main campus in the Miller Education Center near the corner of Bell Street and North Highland Avenue. Parking is in the rear of the building, and is easily accessible from either Bell St. or Greenland Drive, across from Evergreen Cemetery.

We are in building "A." The entrance to this building is just beyond the Police Offices. Our offices are in University College on the second floor. The elevators are to the right when you enter the building, and the reception area is through a doorway to the right when you exit the elevator. Feel free to call us if you have any trouble finding our offices.

Academic Advising

We have two full-time advisors in the Dual Enrollment offices. These advisors are here to assist in the application process, to help you to determine the best courses for you to take, to take you through the registration, and to enable you to reach your individual academic goals.

Call or email us to make an appointment to meet with your advisor.

Physical Address:

503 E Bell St.
Suite 2100
Murfreesboro, TN 37130

Phone: 615-898-5246

Fax: 615-494-8777

Email Address: DualEnrollment@mtsu.edu

Mailing Address:

Dual Enrollment
University College
MTSU Box 54
1301 E. Main Street
Murfreesboro, TN 37132

Statement of Community Standards and Expectations

MTSU is committed to developing and nurturing a community devoted to learning, growth, and service. Each person who joins or affiliates with the community does so freely and accepts and practices the following core values and expectations.

Honesty and Integrity

The notions of personal and academic honesty and integrity are central to the existence of the MTSU community. All members of the community will strive to achieve and maintain the highest standards of academic achievement in the classroom and personal and social responsibility on and off campus.

Respect for Diversity

The MTSU community is composed of individuals representing different races, ethnicities, sexual orientations, cultures, and ways of thinking. We respect individual differences and perspectives and acknowledge our commonalities.

Engagement in the Community

All members of the community are encouraged to participate in educationally purposeful activities that support and enhance the MTSU experience. Active involvement and personal investment in the classroom and throughout the community are hallmarks of an engaged citizen.

Commitment to Nonviolence

MTSU is committed to the principles of nonviolence and peaceful conflict resolution. Community members will freely express their ideas and resolve differences using reason and persuasion.

You can read the full Student Code of Conduct Policy at the link below:

<https://www.mtsu.edu/policies/student-affairs/540.php>

Academic Misconduct

What is Academic Misconduct?

Academic misconduct may consist of acts of plagiarism, cheating, or fabrication.

Plagiarism: The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another exercise and uses it without proper citation of its reuse.

Cheating: Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination.

Fabrication: Unauthorized falsification or invention of any information or citation in an academic exercise.

Why is Academic Misconduct So Important?

An education at Middle Tennessee State University is a very valuable resource. By committing an act of academic misconduct, a student not only cheats him/herself, but the university as a whole. The risks associated with misconduct greatly outweigh the "reward" of a better grade. It just isn't worth it.

What Happens if I Commit Academic Misconduct?

Students found responsible for committing an act of academic misconduct, either directly or indirectly, through participation or assistance, are immediately accountable to the instructor of the class. In these instances, the faculty member has the authority to assign an appropriate grade for the exercise or examination, or to assign an F in the course, as is proportional to the nature and extent of academic misconduct. Outside of the grade penalty, there are numerous potential disciplinary sanctions that may be imposed for those found to have committed academic misconduct. These penalties include, but are not limited to: verbal or written reprimand, probation, suspension, or expulsion from MTSU.

If you receive a letter notifying you of an allegation of academic misconduct, do not ignore it. It truly benefits you to be involved in the investigatory process.

The Process

Once there is a suspected case of academic misconduct, the student, department chair, and Director of Student Academic Ethics are contacted. The student and Director of Student Academic Ethics then have a meeting. Depending on the outcome of the meeting, the case either ends or is presented to a committee. For more detail regarding the investigatory process, see Policy 312 and T.C.A. § 4-5-101.

Helpful Resources

- [Purdue University Online Writing Lab \(OWL\)](#). This is an extremely helpful site with both MLA and APA Style Formatting information.
- [How Not To Plagiarize](#). The University of Toronto has provided this resource to help students avoid committing plagiarism.

Obtaining Your MTSU ID Number and Card

Your MTSU ID number or “M number”

This is the personal identification number assigned to you by the university. This number is used for all of your records at MTSU. Keep this number on hand, and expect it to be used often. You can find your M# on your acceptance letter to MTSU.

MTSU Student ID (BlueIDs)

You can get your Student ID on the first floor of the Student Services and Admissions Center on campus. You will be asked to provide a photo ID, as well as your MTSU ID number (M-number). You must have received your acceptance from MTSU before you can obtain a BlueID.

The BlueID Office is open from 8:00-4:30, Monday-Friday.

The Student Services and Admissions Center is located at:

1860 Blue Raider Drive

Murfreesboro, TN 37132

There is a visitors' parking lot located directly in front of the building, next to the parking garage and behind the softball field.

Setting Up Your Email and Pipeline MT Accounts

MTSU Email Account

This email account is used for all official communication between university faculty and staff and MTSU students. You will need to check this email account regularly. Information about how to access and use your MTSU email address was included in your MTSU Admissions acceptance letter.

Pipeline MT Account

This is the portal that students use to view their account information, register for courses, check their grades, and other similar functions. To create your Pipeline MT account, follow the link below:

http://www.mtsu.edu/password_change.php

You will need your MTSU ID/ M Number to create your Pipeline MT account.

Your D2L Account

MTSU's Desire2Learn Learning Environment is a complete web-based academic environment. Many of your instructors will use D2L for online quizzes, turning in papers, and checking your papers for plagiarism.

Log into D2L using your Pipeline Username and Password. Remember to include the @mtsu.edu or @mtmail.mtsu.edu in the username (i.e. jdoe@mtsu.edu and not john.doe@mtsu.edu).

Typically, D2L courses open to students 5 days before the start of the semester and remain open 10 days after the last day of classes.

Students taking online courses will have their entire course take place in the D2L environment, and will need to spend time familiarizing themselves with the program. These students **must** login to D2L on the first day of class, and follow the instructions in the course syllabus about when and how often they need to login in order to be reported as attending class.

Follow this link for a short overview of how to use D2L : http://www.mtsu.edu/d2lsupport/gettingstarted_d2l.php

Your MTSU Parking Permit

If your class is on-campus or you want to come to campus to use MTSU's facilities, you will need a permit to park on campus. You can pick up your permit at Parking Services- you will need your MTSU ID card (or a photo ID and your M-number), as well as your license plate number. Just tell them you are a Dual Enrollment student and they can issue you a permit, even though your account balance may not be taken care of yet if you are waiting on the Grant.

Each parking lot will have a sign at the entrance with color coding. Make sure you park in a lot that includes a Green tag marker. If you park in a lot or parking spot that is not designated for your green parking permit, you will receive a parking ticket. MTSU Parking tickets are real parking tickets, and the failure to pay these tickets can have consequences outside of the university.

If you are parked in the appropriate lot and receive a ticket because your parking pass is not on display, you can take your ticket and your parking permit to Parking Services within seven days of receiving the ticket to have it waived.

If you have a balance to MTSU related to a parking ticket, you will not be able to register for classes in future terms until the balance is paid.

Parking Services is located at 1403 East Main Street.

Office hours are 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. Friday.

For Dual Enrollment students, a new parking permit is required each semester.

Taking Dual Enrollment Classes

Are Dual Enrollment classes harder than high school classes?

This is one of the most common questions we receive from Dual Enrollment students, and can be one of the hardest to answer. Dual Enrollment courses are held to the same academic rigor and standards as any other MTSU course. Dual Enrollment instructors are typically MTSU faculty members and thus meet the requirements of the academic department offering the course. The difficulty of the course offered largely depends on the subject of the course and the method or style of instruction. Students who have been accepted to the Dual Enrollment program have already demonstrated their ability to achieve academically and the vast majority of our students excel in their courses.

What courses can I take?

While the majority of our students attend classes taught on their high school campuses, some take classes online or on MTSU's campus. Dual Enrollment students may take **any** class for which they have met the pre-requisites specified for that class. However, to utilize the Dual Enrollment grant funding, students **must** take 1000/2000 level courses. Below is a list of the most common courses taken by our students.

AERO 1710 - Introduction to Unmanned Aircraft Systems

BCED 1400 - Introduction to Business

CJA 1100 - Introduction to Criminal Justice Administration

CJA 2200 - Prevention and Control of Crime

CJA 2600 - Corrections

ECON 2410 - Principles of Economics, Macroeconomics

ECON 2420 - Principles of Economics, Microeconomics

ENGL 1010 - Expository Writing

ENGL 1020 - Research and Argumentative Writing

GS 2010 - Introduction to Cross-Cultural Experiences

HIST 2010 - Survey of United States History I

HIST 2020 - Survey of United States History II

HLTH 1530 - Health and Wellness

INFS 2200 - Introduction to Microcomputing

MATH 1530 - Applied Statistics

MATH 1710 - College Algebra

MUS 1030 - Introduction to Music

PHIL 1030 - Introduction to Philosophy

PS 1005 - Introduction to American Politics

SOC 1010 - Introductory Sociology

SOC 2010 - Social Problems

THEA 1030 - Introduction to Theatre

Textbook and Course Material Information

Each of your classes will require a different textbook, set of books or articles, or a mix of all three. While you aren't generally expected to have these materials on the first day of classes, you will want to be sure to get them as soon as possible. You can look up what book(s) or articles your class is using in Pipeline or go online to the MTSU Phillips Bookstore website and look up your class to see what is needed. Many professors will also post their syllabus in D2L before the first day of class, and will hand the syllabus out in class on the first day.

If you look up your required class materials in Pipeline or on the MTSU Phillips Bookstore website, you will be asked for the Term in which the class is offered (fall, spring, or summer and the current year), the subject of the class, the course number, and the section number. Be sure that all of this information is correct, as different sections of the same class may be taught by different professors with different required class materials.

There are several ways to obtain textbook materials and many options to purchase or rent the items; it is up to the student to choose the option that best suits their individual needs.

Please remember that the textbook information is subject to change. Be sure that you retain your receipt in addition to finding out about the return policy.

Paying for Dual Enrollment Classes

How much does it cost?

In many instances, there is no out-of-pocket tuition cost to students. This is made possible by a combination of state funding and MTSU funding. The standard in-state tuition rate for Dual Enrollment classes is \$166 per credit hour. The average MTSU course is three credit hours and costs \$498 each MTSU semester.

The student is responsible for other costs associated with their courses such as the cost of textbooks, class materials such as notebooks, pencils, and scantrons, as well as any other miscellaneous course fees such as the laboratory fees associated with any science lab class.

What funding is available to MTSU Dual Enrollment Students?

For eligible students, the State of Tennessee's Dual Enrollment Grant provides some funding for a student's first, second, and third Dual Enrollment classes. Beginning in Fall 2018, MTSU will provide additional funding to cover the remaining balance of a student's first four courses. Students must be grant-eligible to receive the First Four Scholarship, and additional restrictions apply. Once a student has exhausted these funding sources, eligible students can use HOPE Lottery Scholarship funds to pay for additional courses.

How many classes can I receive funding for each semester?

For eligible students, the Dual Enrollment Grant, First Four Scholarship, and HOPE Lottery Scholarship will pay for no more than two classes each semester. This means that any student who takes more than two classes in any given semester will be responsible for the cost of the additional classes.

What about student loans or other forms of financial aid?

Dual Enrollment students are not eligible to apply for student loans or other forms of financial aid.

Do I have to fill out a FAFSA?

No, Dual Enrollment students are not required to fill out the FAFSA form to receive the grants and scholarships listed above.

Is funding guaranteed?

While most of our students are eligible to receive the Dual Enrollment Grant, First Four Scholarship, and HOPE Lottery Scholarship, it is not guaranteed that every student who is accepted into the program will receive these funds.

Can I lose my grant or scholarship?

Yes. If a student does not maintain a 2.75 GPA in their Dual Enrollment courses, attend their classes, and be in good standing with MTSU, it is possible to lose the grant/scholarship funding.

Dual Enrollment Grant Overview

- The grant application must be completed each academic year.
- No exceptions can be made to the grant deadline established by the state.
- The grant is not need-based; any eligible student can receive it.
- Students must be Tennessee residents for one year prior to enrollment to be eligible.
- The grant can only be applied toward lower-division (1000-2000 level) courses.
- The grant can be used during the summer semester.
- Students can receive the grant for a maximum of two courses per semester.
- In order to receive the grant for more than one course in a semester, students must meet HOPE Lottery Scholarship requirements of a 3.0 GPA or 21 ACT composite score as of that semester. (Home-schooled students must have a 21 ACT composite score to receive two awards in a semester)
- In order to keep receiving the grant after the first semester, students must maintain a 2.75 GPA in all college classes taken while receiving the grant.
- Credit hours and GPA earned in Dual Enrollment classes do not count toward attempted hours and GPA for the HOPE Lottery Scholarship, but may count toward the student's undergraduate attempted hours and GPA.
- Beginning with a student's fifth grant-eligible course, additional grant funding is available at the rate of \$100 per credit hour (a maximum of \$600 per semester). The student is responsible for the remaining balance owed, and the grant money is borrowed dollar-for-dollar from the first semester of a student's HOPE Lottery Scholarship.

Dual Enrollment Grant Amounts:

Below are the award amounts for the dual enrollment grant set by the state of Tennessee. Please note that you can only receive two awards of any kind in any one term .

Award 1 - \$500 Award 2 - \$500 Award 3 - \$200 Award 4 - \$0

First Four Scholarship Amounts:

Once the Dual Enrollment Grant is spent, the First Four Scholarship provides two awards which cover the costs of the third and fourth Dual Enrollment classes.

Award 1- \$300 Award 2- \$500

HOPE Lottery Scholarship Amounts:

Those who are enrolled in classes 5-8 and are using HOPE money to pay for tuition will receive \$100 per credit hour for each class. This equals \$300 per class for the average 3-hour class. The student is responsible for paying the remaining \$200 tuition balance for classes 5-8.

Renewing the First Four and HOPE Lottery Scholarships:

To receive the First Four Scholarship and HOPE Lottery Scholarship awards, students must maintain a 2.75 college GPA and complete the Dual Enrollment grant application each year.

What if I am taking Dual Enrollment Courses at another institution?

If you are taking Dual Enrollment classes at another institution during the same semester as your MTSU Dual Enrollment course, you will need to fill out additional paperwork. Please email our offices to get the paperwork for splitting the grant between two institutions.

Fee/Tuition Payment Deadlines:

Students who intend to receive the Dual Enrollment Grant to cover all or some of the cost of tuition are NOT required to submit any payment prior to the fee payment deadlines in August and January as long as they have completed the following requirements:

- Submit a completed Dual Enrollment Consent Form for the academic year (required each year a student enrolls)
- Submit the Dual Enrollment Grant application (also required each year)

As long as both of these items are completed, students will be allowed to pay any remaining tuition balances after the Dual Enrollment Grant has been applied to their accounts.

Students who do not intend to receive the Dual Enrollment Grant should pay any outstanding tuition balances by the fee payment deadline.

To pay your MTSU student balance:

1. Go to <http://www.mtsu.edu>
2. Choose the “PipelineMT” link (at the top of the page).
3. Login into Pipeline MT: with your MTSU Username and Password.
4. Once you login, click on “Billing and Payment” on the left.
5. Select “Pay Registration, Balance, or Installment.”

Registering and Adding Classes

If there is a scheduling change regarding your Dual Enrollment coursework, you should notify the Dual Enrollment office (via email), your guidance counselor and the Dual Enrollment instructor of the course you are taking. There could be implications that need to be addressed before action is taken.

Please note that your DE advisor will be available to discuss your Dual Enrollment coursework. Please email our office if you would like to schedule an appointment with your advisor at dualenrollment@mtsu.edu.

For Students taking classes at their High School:

You will be registered for your courses by the Dual Enrollment offices. Your courses will be assigned by your High School guidance counselor based on your requested courses, and the requirements for your High School Diploma.

For Students taking courses online and on MTSU's campus:

Once registration opens and you are ready to register for your Dual Enrollment class(es), please speak to your Dual Enrollment Advisor to help choose your classes based on your preferences, course availability, and prerequisite restrictions.

Dropping and Withdrawing from Classes

If you have questions about withdrawing or dropping any of your classes, you **MUST** notify the Dual Enrollment office, your guidance counselor, and the Dual Enrollment instructor **PRIOR** to dropping the class.

There could be financial implications for dropping or withdrawing from any Dual Enrollment class, up to and including the loss of the grant or scholarship, which may leave you owing a balance for classes you did not complete.

Your Grades and the Grading System

Dual Enrollment courses will receive a high school grade and a MTSU grade. MTSU final grades will be posted to your Pipeline account after the Final Grade Deadline for the semester in which you took your course. You are encouraged to check these grades, as your college GPA has a direct effect on your ability to continue to receive your grant and scholarship funding. If your GPA dips below the required 2.75 you will lose your funding and be unable to gain it back, even if you raise your GPA to the required levels.

To check your final grades, log in to your MTpipeline account and go to Raidernet/Student Records/Final Grades

A midterm grade will also be posted halfway through the semester. This grade helps students to know how they are doing in their classes and where they need to improve. To check your midterm grade, log in to your MTpipeline account and go to Raidernet/Student Records/Academic Progress Report

The MTSU Grading System:

MTSU faculty typically use a 10-point grading scale, with pluses and minuses assigned for letters B+ through D-. A's are not assigned a plus or a minus, and are all treated equally for your MTSU GPA.

The Syllabus:

Pay special attention to the syllabus that will be handed out at the beginning of each course. This document is the contract between the student and the instructor, and it provides all of the information about the class. Syllabi typically include :

the grading scale, the weight of each assignment within that scale, opportunities for extra credit, if any, and a schedule for the semester including any times the class will not meet and the due dates for all assignments.

Your MTSU Transcripts

Please note that any colleges or universities to which you apply will request that you send an MTSU transcript for the college credits you earned as a Dual Enrollment student. Below is the link to how to request an MTSU transcript. You will need your M number and access to a printer to print and sign the application. MTSU does not send digital transcripts at this time. Please allow sufficient time for your official transcripts to be mailed.

<http://www.mtsu.edu/grades-and-transcripts/transcript-request.php>

Unofficial transcripts may be accessed online using your PipelineMT account. Login to Pipeline. Select Registration & Student Records on the left-hand menu, then click Transcript View in the Academic Records box. Select all of the pertinent information, and copy it. Paste into a word document and save where appropriate.

For Seniors Applying as Freshman to MTSU:

If you have applied or plan to apply to MTSU as an entering freshman, please note you will not be required to pay the \$25 application fee. It is a one-time fee. After submitting your MTSU freshman application, please email UGAdmissions@mtsu.edu. In the email, state that you are a Dual Enrollment student and have submitted a freshman application for the fall of the year you are applying.

Higher Education Glossary of Terms

Academic advisor: A member of a school's faculty who provides advice and guidance to students on academic matters, such as course selections.

Academic year: Annual period during which a student attends and receives formal instruction at a college or university, typically from August or September to May or June. The academic year may be divided into semesters, trimesters, quarters, or other calendars.

Accredited: Official recognition that a college or university meets the standards of a regional or national association. Although international students are not required to attend an accredited college or university in the United States, employers, other schools, and governments worldwide often only recognize degrees from accredited schools.

Associate's: An undergraduate degree awarded by a college or university upon successful completion of a program of study, usually requiring two years of full-time study. An associate's is typically awarded by community colleges; it may be a career or technical degree, or it may be a transfer degree, allowing students to transfer those credits to a four-year bachelor's degree-granting school.

Audit: To take a class to gain knowledge about a subject, but without receiving credit toward a degree.

Bachelor's: An undergraduate degree awarded by a college or university upon successful completion of a program of study, typically requiring at least four years (or the equivalent) of full-time study. Common degree types include Bachelor of Arts (B.A. or A.B.), which refers to the liberal arts, and Bachelor of Science (B.S.). A bachelor's is required before starting graduate studies.

Campus: The grounds and buildings where a college or university is located.

Catalog: An official publication of a college or university giving information about academic programs.

College: A postsecondary institution that typically provides only an undergraduate education, but in some cases, also graduate degrees. "College" is often used interchangeably with "university" and "school." Separately, "college" can refer to an academic division of a university, such as College of Business or University College.

Course: A regularly scheduled class on a particular subject. Each college or university offers degree programs that consist of a specific number of required and elective courses.

Credits: Units that a school uses to indicate that a student has completed and passed courses that are required for a degree. Each school defines the total number and types of credits necessary for degree completion, with every course being assigned a value in terms of "credits".

Degree: A diploma or title awarded to students by a college or university after successful completion of a program of study.

Department: A division of a school, made up of faculty and support staff, that gives instruction in particular field of study, such as the history department.

Drop: To withdraw from a course. A college or university typically has a period of time at the beginning of a term during which students can add or drop courses.

Electives: Courses that students can choose to take for credit toward a degree, but are not required.

Enroll: To register or enter a school or course as a participant.

Exempt: Not required to do something that other students may be required to do. For example, a school may require all students to take a freshman English course, but some students may be exempt based on their high scores on a college entrance exam or their previous coursework.

FAFSA (Free Application for Federal Student Aid): Application used by U.S. citizens and permanent residents to apply for financial aid from U.S. federal and state governments. International students are not eligible for U.S. government aid, but schools may ask international students to submit a FAFSA to determine financial need.

Freshman: A student in the first year of high school or college / university.

Full-time student: A student who is enrolled at a college or university and is taking at least the minimum number of credits required by the school for a full course load.

General Education Courses: (Gen Eds.) A broad, common foundation of study upon which to develop skills of oral and written communication as well as logical and scientific reasoning. Most General Education courses are taken during the freshman and sophomore years.

Grade: A score or mark indicating a student's academic performance on an exam, paper, or in a course. A "grade" can also refer to which year a student is in while at elementary, middle, or high school, but that usage typically does not apply at the college or university level.

Grade point average (GPA): A student's overall academic performance, which is calculated as a numerical average of grades earned in all courses. The GPA is determined after each term, typically on a 4.0 scale, and upon graduation, students receive an overall GPA for their studies.

Community college: A public, two-year postsecondary institution that offers the associate degree. Also known as a "junior college." Community colleges typically provide a transfer program, allowing students to transfer to a four-year school to complete their bachelor's degree, and a career program, which provides students with a vocational degree.

Graduate school: The division of a college or university, or an independent postsecondary institution, which administers graduate studies and awards master's degrees, doctorates, or graduate certificates.

Graduate student / graduate studies: A student who already holds an undergraduate degree and is pursuing advanced studies at a graduate school, leading to a master's, doctorate, or graduate certificate. A "graduate" can also refer to any student who has successfully completed a program of study and earned a degree.

Grant: A type of financial aid that consists of an amount of free money given to a student, often by the federal or a state government, a company, a school, or a charity. A grant does not have to be repaid. "Grant" is often used interchangeably with "scholarship."

Humanities: Academic courses focused on human life and ideas, including history, philosophy, foreign languages, religion, art, music, and literature.

Independent study: An academic course that allows students to earn credit for work done outside of the normal classroom setting. The reading or research assignment is usually designed by the students themselves or with the help of a faculty member, who monitors the progress.

Institute: An organization created for a specific purpose, usually for research, that may be located on a college or university's campus.

Junior: A student in the third year of high school or college / university.

Junior college: A two-year postsecondary institution that offers the associate degree.

Liberal arts: Academic studies of subjects in the humanities, social sciences, and the sciences, with a focus on general knowledge, in contrast to a professional or technical emphasis.

Loan: A type of financial aid that consists of an amount of money that is given to someone for a period of time, with an agreement that it will be repaid later. International students are generally not eligible for U.S. federal government loans and will typically require an American cosigner to apply for a private bank loan.

Lower Division: A unit of credit earned during the freshman and sophomore years. Lower division credits will typically begin with a number of "1000" or "2000". Example: English 1010.

Orientation: A college or university's official process of welcoming new, accepted students to campus and providing them with information and policies before classes begin, usually in a half-day or full-day or online event.

Major: The academic subject area that a student chooses to focus on during his or her undergraduate studies. Students typically must officially choose their major by the end of their sophomore year, allowing them to take a number of courses in the chosen area during their junior and senior years.

Master's: A graduate degree awarded by a college or university upon successful completion of an advanced program of study, typically requiring one or two years of full-time study beyond the bachelor's degree. Common degree types include Master of Arts (M.A.), which refers to the liberal arts; Master of Science (M.S.); and Master of Business Administration (M.B.A.).

Midterm exam: An exam given after half of the academic term has passed and that covers all material studied in a particular course until that point. Not all courses have midterm exams.

Minor: An academic subject area that a student chooses to have a secondary focus on during their undergraduate studies. Unlike a major, a minor is typically not required, but it allows a student to take a few additional courses in a subject different from his or her major.

Nonresident: A student who does not meet a state's residence requirements. A college or university may have different tuition costs and admissions policies for residents versus nonresidents. In most cases, international students are considered nonresidents.

Part-time student: A student who is enrolled at a college or university but is not taking the minimum number of credits required for a full course load.

Pass-fail: A grading system in which students receive either a "pass" or "fail" grade, rather than a specific score or letter grade. Certain college or university courses can be taken pass-fail, but these typically don't include ones taken to fulfill major or minor requirements.

Placement test: An exam used to test a student's academic ability so that he or she may be placed in the appropriate courses in that field. In some cases, a student may be given academic credit based on the results of a placement test.

Portfolio: A selection of a student's work compiled over a period of time and used for assessing performance or progress within a course.

Prerequisite: A required course that must be completed before a student is allowed to enroll in a more advanced one.

Prior Learning Assessment: (PLA) A process used by regulatory bodies, colleges and universities to evaluate skills and knowledge acquired outside the classroom for the purpose of recognizing competence against a given set of standards, competencies, or learning outcomes.

Priority date: The date by which an application must be received in order to be given full consideration. This can apply to admissions, financial aid, and on-campus housing. After the priority date passes, applications may be considered on a case-by-case or first-come-first-served basis.

Probation: A status or period of time in which students with very low GPAs, or whose academic work is unsatisfactory according to the school, must improve their performance. If they are unable to do so, they may be dismissed from the school.

Registrar: The college or university official who is responsible for registering students and keeping their academic records, such as transcripts.

Registration: The process in which students choose and enroll in courses to be taken during the academic year or in summer sessions.

Scholarship: A type of financial aid that consists of an amount of free money given to a student by a school, individual, organization, company, charity, or federal or state government.

Semesters: Periods of study that divide the academic year into two equal segments of approximately 15 to 18 weeks each. Some schools also offer a shorter summer semester, beyond the traditional academic year.

Seminar: A course offered to a small group of students who are typically more advanced and who meet with a professor to discuss specialized topics.

Senior: A student in the fourth year of high school or college / university.

Sophomore: A student in the second year of high school or college / university.

Term: Periods of study, which can include semesters, quarters, trimesters, or summer sessions

Thesis: A formal piece of writing on a specific subject, which may be required to earn a bachelor's or master's degree.

Transcript: An official record of a student's coursework and grades at a high school, college, or university. A high school transcript is usually one of the required components of the college application process.

Transfer credit: Credit granted toward a degree on the basis of studies completed at another college or university. For instance, students who transfer from a community college to a four-year college may earn some transfer credit.

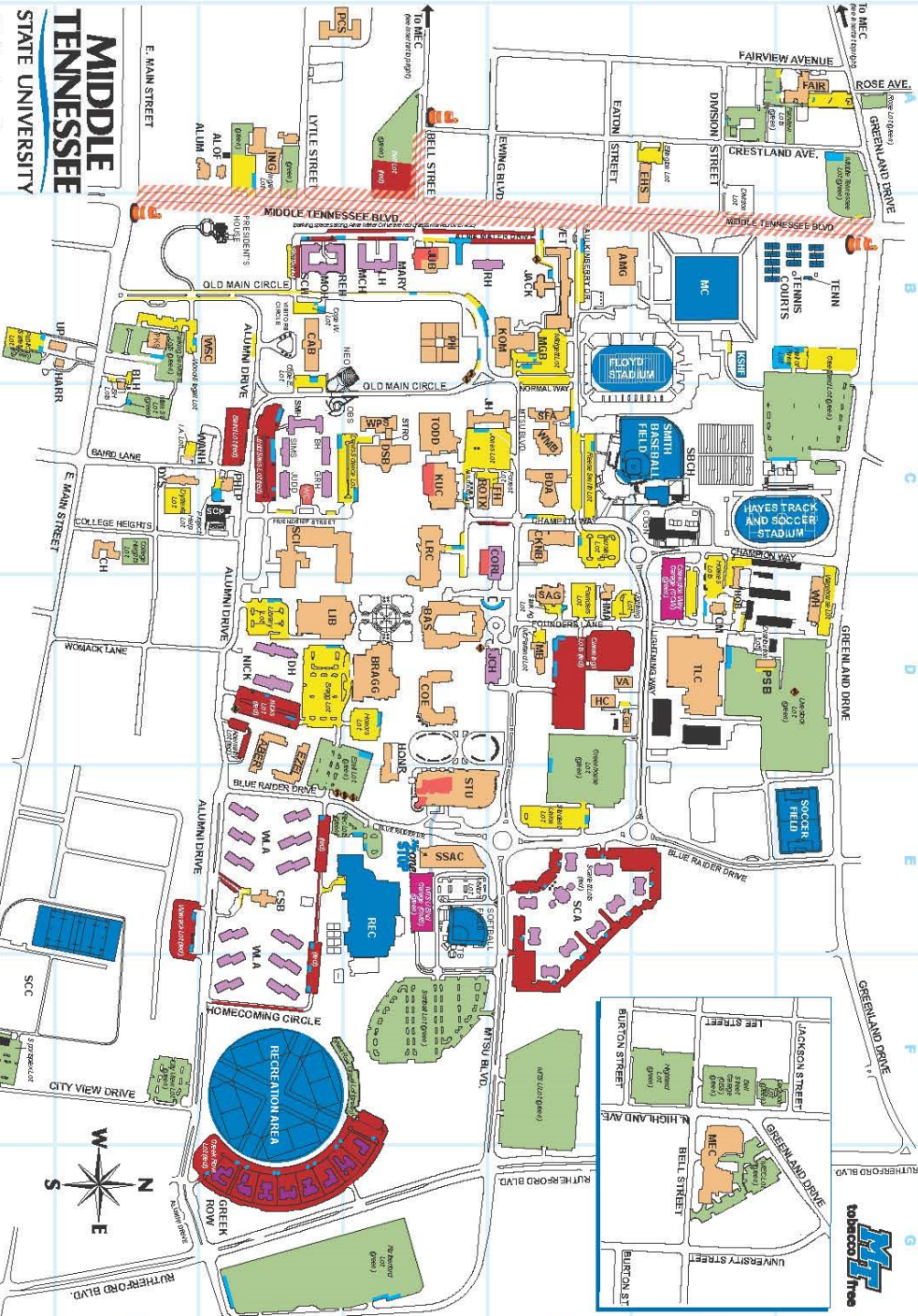
Tuition: An amount of money charged by a school per term, per course, or per credit, in exchange for instruction and training. Tuition generally does not include the cost of textbooks, room and board, and other fees.

Upper Division: A unit of credit earned during the Junior and Senior years. Upper division credits will typically begin with a number of “3000” or “4000”. Example: UNIV 4995

MTSU Campus Map

(addresses shown are for location only, NOT mailing)

- ABER Abernathy Hall, 1719 Alumni Drive, **D5**
- ALOF Alumni Office 2269 Middle Tennessee Boulevard, **A5**
- ALUM Alumni House, 2259 Middle Tennessee Boulevard, **A5**
- AMG Alumni Memorial Gym, 2810 Middle Tennessee Boulevard, **B3**
- BAS Business and Aerospace Building, 1842 MTSU Boulevard, **D4**
- BDA Boulevard Dramatic Arts Building, 615 Champion Way, **C3**
- BH Beasley Hall, 323 Friendship Street, **C5**
- BLH TOWNHALL (Black House), 1417 East Main Street, **C8**
- BRAJG John Bragg Media and Entertainment Building, 1735 Blue Raider Drive, **D4**
- CAB Cape Administration Building, 315 Victor's Circle, **B6**
- CH College Heights Building, 1807 East Main Street, **C8**
- CNKB Cason-Kennedy Nursing Building, 610 Champion Way, **C3**
- COE College of Education Building, 1756 MTSU Boulevard, **D4**
- COGN Central Unity Plant/Copieration Plant, 729 Champion Way, **C2**
- CORL Corlew Hall, 1634 MTSU Boulevard, **C3**
- CSB Central Services Building (Day Care Center), 1835 Alumni Drive, **E3**
- DH Deere Hall, 1619 Alumni Drive, **D5**
- DSB Davis Science Building, 422 Old Main Circle, **C4**
- DYS Tennessee Center for the Study and Treatment of Dyslexia, 200 North Baird Lane, **C8**
- EHS Elington Human Sciences Building, 2623 Middle Tennessee Boulevard, **A2**
- EZEL Ezell Hall, 1727 Blue Raider Drive, **D5**
- FAIR Fairview Building, 820 Fairview Avenue, **A1**
- FH Forest Hall, 543 Champion Way, **C3**
- GH Greenhouse, 1724 Lighting Way, **D3**
- GRH Gray Hall, 321 Friendship Street, **C5**
- HARR Center for Historic Preservation (Harrison House), 1416 East Main Street, **B6**
- HC Horticulture Facility, 1714 Lighting Way, **D3**
- HMA Housing Maintenance Annex, 857 Founders Lane, **D3**
- HOB Holmes Building (Maintenance Complex), 838 Champion Way, **D2**
- HONR Paul W. Martin Sr. Honors Building, 1737 Blue Raider Drive, **D4**
- ING Sam H. Ingram Building, 2289 Middle Tennessee Boulevard, **A5**
- JACK Tom H. Jackson Building, 828 Alma Mater Drive, **B3**
- JCH Jim Cummings Hall, 1744 MTSU Boulevard, **D3**
- JH Jones Hall, 624 Old Main Circle, **C3**
- JUB James Union Building, 516 Alma Mater Drive, **B4**
- JUDJ Jud Hall, 217 Friendship Street, **C5**
- KSH Kirksey Old Main, 812 Old Main Circle, **B3**
- KSHF Emmet and Rose Kennon Sports Hall of Fame, 1320 Greenleaf Drive, **B2**
- KUC Keathley University Center, 1524 Military Memorial, **C4**
- LH Lyon Hall, 414 Alma Mater Drive, **B4**
- LIB James E. Walker Library, 1811 Alumni Drive, **D5**
- LRC Ned McWorter Learning Resources Center, 1558 Military Memorial, **C4**
- MARY Miss Mary Hall, 414 Alma Mater Drive, **B4**
- MB McFarland Building, 654 Founders Lane, **D3**
- MC Murphy Center, 2850 Middle Tennessee Boulevard, **B2**
- MCH McHenry Hall, 414 Alma Mater Drive, **B4**
- MEC Andrew Woodfin Miller, Sr. Education Center, 603-509 Bell Street, (see inset at top right)
- MOB Midgett Building, 812 Old Main Circle, **B3**
- MCHH Monahan Hall, 312 Alma Mater Drive, **B5**
- NEO Naked Eye Observatory, 346 Old Main Circle, **B4**
- NICK Nick's Hall, 1715 Alumni Drive, **D5**
- NICKS Nick's Hall, 1715 Alumni Drive, **D5**
- OBS Observatory, 346 Old Main Circle, **C5**
- PCS Homer Pliant Campus School, 923 East Lytle Street, **A4**
- PH Peck Hall, 597 Old Main Circle, **B4**
- PHLP Project Help, 208 North Baird Lane, **C5**
- PKS Parking Services Building, 1403 East Main Street, **B6**
- PSB Printing Services Building, 1756 Greenleaf Drive, **D2**
- REC Health, Wellness, and Recreation Center (Health Services located inside the HWRC), 1848 Blue Raider Drive, **E4**
- REH Reynolds Hall, 312 Alma Mater Drive, **B5**
- RH Rutledge Hall, 528 Alma Mater Drive, **B3**



Use map for reference only. Please refer to signage and/or pavement markings for specific designations. Map is subject to change.

Color code for parking designation

- Facility, Staff, Administration (white permit)
- Green Permit Parking
- Disabled Parking (blue permit)
- Red Permit Parking (MTSU Housing residents only)
- Open to currently enrolled students
- Agreen, red, or handicap pass is required
- Metered parking

Color code for buildings/sports areas

- Motorcycle parking area
- Skywalk bridges
- Road Construction Zone
- Seek Alternate Route
- Residence Halls
- Academic/Administrative
- Green Housing
- Adaptive Recreation
- Located in SSAC
- Stop (see grid area E-5)

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|---|---|--|
| <p>ROTX ROTC Annex, 531 Champion Way, C4</p> <p>SAG Stark Arboretum and AgScience Center, 861 Founders Lane, D3</p> <p>SBCH Stephen B. Smith Baseball Clubhouse, 841 Champion Way, C2</p> <p>SCA Scarlet Commons Apartments 1-9, 1858 MTSU Boulevard, E3</p> <p>SCC Sports Club Complex, 2111 East Main Street, F7</p> <p>SCJ Schacht Hall, 312 Alma Mater Drive, B5</p> <p>SCI Science Building, 440 Friendship Street, C5</p> <p>SCP Satellite Chiller Plant, 215 College Heights, C5</p> <p>SFA Saunders Fine Arts Building, 829 Normal Way, C3</p> | <p>SMS Sims Hall, 215 Friendship Street, C5</p> <p>SL Solis Lab, C8</p> <p>SMH Smith Hall, 318 Old Main Circle, C5</p> <p>SSAC Student Services and Admissions Center, 1880 Blue Raider Drive, E4</p> <p>STRO Student Union Building, 1789 MTSU Boulevard, E4</p> <p>STU Telescope Building, 1852 MTSU Boulevard, F4</p> <p>TENN Buck Bouldin Tennis Center, 1210 Greenleaf Drive, B1</p> <p>TOM Telecommunications Building, 723 Champion Way, D2</p> <p>TLC Tennessee Livestock Center, 1720 Greenleaf Drive, D2</p> <p>TODD Andrew L. Todd Hall, 542 Old Main Circle, C4</p> <p>UP University Police, 1412 East Main Street, B8</p> | <p>VA Vocational Agriculture, 1704 Lighting Way, D3</p> <p>VET Voorhes Engineering Technology, 1212 Faulkberry Drive, B3</p> <p>WMNH Internal Audit (Vanderly House), 209 North Baird Lane, C8</p> <p>WH Warehouse (Maintenance Complex), 1672 Greenleaf Drive, D1</p> <p>WLA Womack Lane Apartments A-L, 1815 Alumni Drive, E5</p> <p>WMB Wright Music Building, 1439 Faulkberry Drive, C3</p> <p>WPS West-Patten Science Hall, 422 Old Main Circle, C4</p> <p>WSC Wood-Steigall Center (Development and University Advancement), 120 Old Main Circle, B5</p> |
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