

Middle Tennessee State University

Summer/Fall 2011 Registration Guide

**PRIORITY REGISTRATION FOR
SUMMER AND FALL 2011 IS APRIL 4–15.**

Make an appointment with your advisor before registering.

Bills will not be mailed—check your MTSU email (MTMail account).

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

Did you know?

Academic Alert

Academic Alert is a new system for faculty to report academic progress for students (see page 13).

E-Catalogs

MTSU is going green by moving from printed to electronic catalogs! The undergraduate and graduate catalogs will go online beginning with the 2011–12 undergraduate catalog. The catalogs will be published yearly, will be searchable using keywords such as program or courses, and will feature MyPortfolio which allows users to record and track their favorite programs, courses, and other areas of the catalog.

Access the e-catalogs at catalog.mtsu.edu.

***NOTE:** There is no need to worry if you have misplaced the catalog you are using for your program; non-current catalogs will be archived and can be accessed electronically.*

Email Accounts

Student mtsu.edu email accounts changed to MTMail accounts. The new accounts offer students significantly increased storage and anti-spam and virus protection. All official University e-mail will be sent to your MTMail account, and it is critical that you check this account frequently or forward it to an account that you do check so you don't miss out on important notices, updates, and deadlines. Visit www.mtsu.edu/mtmail/faq/ for more information.

E-rate

Students paying out-of-state tuition and taking all online courses now qualify for the new eRate. Visit www.mtsu.edu/learn/ for more details.

Holds

Check your account for any registration holds that may prevent registration and eliminate them before your registration day/time to avoid delays.

Power Outage

IMPORTANT NOTE: The power outage date has changed to May 14-15. Please review Summer deadlines on Page 2 and plan ahead to finalize adjustments prior to the power outage starting on May 14.

There will be a campus-wide power outage May 28–30. Students should priority register on or after their assigned registration times because RaiderNet will be unavailable during the power outage.

Tests

Undergraduate students expecting to graduate in August or December are required to take the General Education (GenEd) and Major Field (MFT) tests.

Summer 2011

General Ed (NO MFT in summer)

Monday, June 27

(OR Thursday, June 30) – 8:30/1:00/6:00 – JUB

Monday, July 18 – 8:30/1:00/6:00 – JUB

Makeup (late fee charged)

Monday, August 1 – 1:00/3:00 – KUC 322/318

Thursday, August 11 – 1:00/3:00 – KUC 322/318

Fall 2011

General Ed

Monday/Tuesday/Wednesday/Thursday

October 3/4/5/6 – 8:30/1:00/3:30/6:00 – JUB

Business MFT – Tuesday/Wednesday/Thursday

October 11/12/13 – 8:30/1:00/3:30/6:00 – KUC 322/318

GenEd/Business MFT – Makeup (late fee charged)

Wednesday, November 16 – 9:00/2:00 – KUC 322/318

Thursday, December 1 – 9:00/2:00 – KUC 322/318

Thursday, December 15 – 9:00/2:00 – KUC 322/318

Tutoring

Go to this web page for information regarding free campus tutoring. Students are encouraged to take advantage of these resources: www.mtsu.edu/tutoring/

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Glossary of Registration Terminology

ACCELERATED COURSES

These courses meet during the Fall and Spring semesters in an eight-week format. Currently only online courses are approved for accelerated parts of terms. Please note that courses in Accelerated Terms 1 or 2 will have an orientation meeting or online orientation within the first 14 days of the semester. Students are responsible for reading memo notes on RaiderNet and checking MTSU e-mail to receive information about their accelerated courses. For more information, contact (615) 898-5611 or go to www.mtsu.edu/learn. Accelerated courses will **not** exchange evenly with Full-Term or RODP courses once the semester begins.

COREQUISITE

Some courses require enrollment in a lecture and lab in the same academic term. If a course has a corequisite, students may register by entering both CRNs before clicking the submit button on the **Add or Drop** page. If both CRNs are not entered in the same transaction, a Corequisite Error message is displayed.

To find if a course has a corequisite, click on the **Display Corequisites** link at the bottom of the **Look Up Classes** or **Add or Drop** page. Students may also access **Display Corequisites** from the **Registration** menu.

COURSE NUMBER

The course number in RaiderNet is made up of three fields—the subject, course number, and section number. Search by subject alone or by both subject and number on the **Look Up Classes** link.

The section number may begin with an alpha character to identify the course as one of the following: D-Distance Learning; G-Governor's School; H-Honors; I-International Students Only; K-Prescribed courses; KC-Prescribed course, combined content; KE-Prescribed course, English as a Second Language; KS-Prescribed course, combined studio course (ENGL 1009/1010K);

KV-Prescribed course, veterans only; L-Learning Community; S-Study Abroad; R-RODP courses; and V-Veterans Only.

CRN

The CRN is a course reference number. It is a five-digit code that is unique to every course section and is entered into RaiderNet from the **Registration** menu on the **Add or Drop** page.

DEPARTMENT PERMISSION (SPECIAL APPROVAL)

Sections requiring department permission require that students contact the department offering the course for permission to register. If permission is granted, the department will enter a permit (SPEC) so that students can register for the course error free on RaiderNet.

HOLD

A student may have a hold that prevents registration if money is owed to the University, advising is required, an admissions requirement or testing has not been completed, etc. Holds must be resolved before registration. RaiderNet will indicate which department has a hold on student's record. Contact that department to resolve the hold. **Registration holds will prevent adds and drops.**

OVERRIDES

Overrides may be issued for a particular registration error such as class-level restrictions, prerequisites, and time conflicts. Academic departments and college advisors may enter overrides on a student's record.

SYNCHRONOUS COURSE

Online courses meeting online at the time/days of the week specified in RaiderNet.

Summer 2011 Deadlines

Pay Fees or Confirm on RaiderNet for Summer 2011 Beginning April 25

Adding, Dropping, Withdrawing, Fee Adjustment

Part of Term	Classes Begin	Last Day to Add or Late Register on RaiderNet	Drop/Add Form or Late Registration Approval Required	Drop Without Grade	Drop with Grade of W	Fee Adj. 100%	Fee Adj. 75%	Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term
1 Full Term May 16-Aug. 12	May 16	May 19	May 20	May 26	July 8	May 15 (Sunday)	May 27	June 6	18*
S1 May Term May 16-June 4	May 16	May 16	May 17	May 17	May 31	May 15 (Sunday)	May 18	May 20	4*
S2 June Term June 6-July 8	June 6	June 7	June 8	June 9	June 25 (Saturday)	June 5 (Sunday)	June 9	June 13	8*
S3 July Term July 11-Aug. 12	July 11	July 12	July 13	July 14	July 30 (Saturday)	July 10 (Sunday)	July 14	July 18	8*
S4 June/July June 6-Aug. 12	June 6	June 8	June 9	June 14	July 17 (Sunday)	June 5 (Sunday)	June 14	June 22	8*
R RODP Term June 6-Aug. 12	June 6	June 9	June 10	June 19 (Sunday)	July 17 (Sunday)	June 5 (Sunday)	June 14	June 22	18*

The deadline date to drop with a grade of "W" is 60% of term. After this date, courses cannot be dropped on RaiderNet.

Tuition for undergraduate and graduate-level students is charged at different per-credit-hour rates. Tuition will not be evenly exchanged for dropping and adding courses with different tuition rates. Once the semester begins, tuition exchanges are only allowed for courses dropped and added with the same part of term with equal credit hours dropped and added on the same day.

Regents Online Degree Program (RODP) courses are charged at a different per-hour rate and are charged separately from MTSU courses. RODP courses will not be evenly exchanged with MTSU courses when dropping and adding on the same day.

Accelerated courses do not evenly exchange with full-term or RODP courses once the semester begins.

The fee adjustment policy listed above for each part of term will be applied for a drop and add not within the same part of term. **RaiderNet will be available until 4:30 p.m. on fee payment deadline dates.**

Withdrawals from all Summer classes may be processed via the Add or Drop page on RaiderNet or at the University College Advising Center, McFarland Building, (615) 898-2808.

Courses added after students have made a payment or confirmed for the Summer term (all parts of terms) will not be dropped from the schedule for nonpayment. Students not planning to attend the added course must drop the course from their schedules by the 100% deadline listed above, or they will be charged for the course.

*The maximum credit hour load per part of term is listed; however, the total of all parts of term cannot exceed the maximum for the Summer term. Undergraduate students may not take more than 18 hours without special approval by the appropriate dean as determined by the student's major or the University College Advising Center for University College or undeclared majors. The maximum load for graduate students is 12 hours. Overload forms must be approved by the appropriate graduate program advisor and the College of Graduate Studies for graduate students to take more than 12 hours.

SUMMER 2011 CALENDAR

Summer 2011 Parts of Term

Students may search by parts of term on RaiderNet to facilitate registration and to eliminate scheduling conflicts.

April 4–15 Early Registration
August 13 Commencement

Summer Full Term (Part of Term 1) (13 weeks)

May 16–August 12

May 16 Classes Begin
May 30 Memorial Day Holiday-No Classes
July 4 Independence Day Holiday-No Classes
August 11 Final Exams for classes meeting M–R
August 12 Final Exams for classes meeting M–F
August 15 Deadline for submission of grades, 9 a.m.

Summer May Term (Part of Term S1) 3 weeks

May 16–June 4

May 16 Classes Begin
May 30 Memorial Day Holiday-No Classes
June 3 Final Exams for classes meeting M–F
June 4 Final Exams for classes meeting Saturday
June 9 Deadline for submission of grades, 9 a.m.

Summer June Term (Part of Term S2) 5 weeks

June 6–July 8

June 6 Classes Begin
July 4 Independence Day Holiday-No Classes
July 7 Final Exams for classes meeting M–R
July 8 Final Exams for classes meeting M–F
July 14 Deadline for submission of grades, 9 a.m.

Summer July Term (Part of Term S3) 5 weeks

July 11–August 12

July 11 Classes Begin
August 11 Final Exams for classes meeting M–R
August 12 Final Exams for classes meeting M–F
August 15 Deadline for submission of grades, 9 a.m.

Summer June/July Term (Part of Term S4) 10 weeks

June 6–August 12

June 6 Classes Begin
July 4 Independence Day Holiday-No Classes
August 11 Final Exams for classes meeting M–R
August 12 Final Exams for classes meeting M–F
August 15 Deadline for submission of grades, 9 a.m.

Summer RODP Term (Part of Term R) 10 weeks

June 6–August 12

June 6 Classes Begin
July 4 Independence Day Holiday-No Classes
August 12 Final Exams
August 15 Deadline for submission of grades, 9 a.m.

Fee Payment/Confirmation Deadlines

Course Selection	Fee Payment/Confirmation Deadline
April 4–May 13	May 6 by Mail May 13, 4:30 p.m. Business Office/ RaiderNet
May 14–17	May 17, 4:30 p.m. Business Office/ RaiderNet
May 18–June 7	June 7, 4:30 p.m. Business Office/ RaiderNet
June 8–July 12	July 12, 4:30 p.m. Business Office/ RaiderNet

Courses added after students have made a payment or confirmed for the Summer term (all parts of terms) will not be dropped from the schedule for nonpayment. Students not planning to attend the added course must drop the course from their schedules by the 100% deadline listed on page 2, or they will be charged for the course.

Late Registration Fee:

Late registration fee of \$100 charged after May 15, 11:59 p.m., if registration occurs on or after the first day of class for each part of term and no other registration for a summer part of term exists.

How to Confirm or Pay on RaiderNet

Beginning April 25 you may confirm you will attend MTSU Summer 2011 and validate your registration. Access PipelineMT at www.mtsu.edu and do the following:

- Log in to **PipelineMT**, click on **RaiderNet**, then on the **Student** tab.
- Select **Student Account**.
- Select **Confirm Enrollment/Registration Payment/Account Detail for Term**.
- Select the term Summer Term 2011.
- Your account balance summary and account details for the term will be displayed.
- **To confirm**, click “**Yes, I will attend during Summer Term 2011.**” Wait for a confirmation number, and write it down or print the page.
- If you do not get a confirmation number, you have a balance due and you either need to pay or contact the Financial Aid Office if you are receiving loans, grants, or scholarships which should cover your total bill.
- **To pay**, select **Continue**.
- Select **Recent Account Activity**; then select **Make a Payment**.
- Click on **Pay** or **Make a Payment**.
- Follow payment directions.

NOTE: Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadlines.

Financial Aid Refunds

- **Direct deposit to bank accounts or to the MTSU e-cash PayCard** will be available beginning Monday, May 16, for students enrolled in 1–Full Term and S1–May Term.
- Students who expect to receive refunds who have not already signed up for either direct deposit or MTSU’s eCash PayCard should sign up for one of the two options as soon as possible.

Financial Aid Refund Disbursement Dates

Financial aid refunds will be direct deposited to bank accounts or MTSU eCash Paycards and will be available for students enrolled in:

Parts of Term	Beginning Date
1–Full Term	May 16
S1–May Term	May 16
S2–June Term	June 6
S3–July Term	July 11
S4–June/July Term	June 6
R–RODP only	June 6

NOTE: May 6 is the deadline to sign up for direct deposit for refunds to be available May 16.

Senior Adult and Permanently Disabled Fee Waivers

Part of Term	Class Selection	Turn in Fee Waiver Forms and Pay Fees by
1–Full Term	May 16	May 17, 4:30 p.m.
S1–May Term	May 16	May 17, 4:30 p.m.
S2–June Term	June 6	June 7, 4:30 p.m.
S3–July Term	July 11	July 12, 4:30 p.m.
S4–June/July Term	June 6	June 7, 4:30 p.m.
R–RODP Term	June 6	June 7, 4:30 p.m.

IMPORTANT DATES

Nov. 21, 2010 Deadline for undergraduate students to file Intent to Graduate forms for August graduation

MARCH

March 1 College of Graduate Studies priority application submission date for Summer 2011

APRIL

April 1–15 Teacher, TBR, State, UT, and MTSU **employee dependent discount forms** (PC 191B) must be turned in at the Business Office, Cope Building 103, by April 15 for discounts to be included on the bill. Otherwise, forms **MUST** be received by the first day of class. Signatures should not be obtained before April 1, 2011.

April 4–15 **Summer Priority Registration on RaiderNet**

April 15 Completed packets for Summer 2011 graduate assistantship due in College of Graduate Studies

April 15–May 13 MTSU, TBR, UT, and state employees fee waiver participants (PC 191A) can register. Turn in forms at the Business Office, Cope 103, before 4:30 p.m. on May 13

April 18 New summer freshmen (after advising), new summer transfer (after advising), transient, and special undergraduate students may register; RODP majors may register after completing online orientation.

April 25–May 13 **Fee payment** for students who registered April 4–May 13. Fees for all summer terms must be paid by **May 13** at 4:30 p.m. or class schedules will be deleted. Credit card or e-check payments may be made on RaiderNet.

Confirm registration. You must confirm you will attend on RaiderNet if fees are paid in full by financial aid or other credits. **You will be given a CONFIRMATION NUMBER when you successfully complete this process.**

Parking permits issued at the Parking and Transportation Services Office, 1403 E. Main. **Any person not currently holding a valid permit may register a vehicle after fees are paid.**

MAY

May 6 Deadline to sign up for direct deposit for refunds to be available May 16

May 13 **Fee payment/confirmation deadline** by 4:30 p.m. for students who registered April 4–May 13

May 14–17 Registration for eligible students who have not previously selected summer courses and for students whose schedules were deleted for nonpayment on May 13. Fees due **May 17** by 4:30 p.m.

May 16 1–Full Term and S1–May Term classes begin **Late registration for 1–Full Term and S1–May Term classes;** \$100 late fee charged.

Sixty-five-year-old, permanently disabled, and 60-year-old students (audit) taking classes for audit register for 1–Full Term and S1–May Term. No late fee. Turn in form and pay fees (if applicable) at the Business Office, Cope Building 103 by 4:30 p.m. on May 17.

Direct deposits of financial aid refunds sent to students’ bank accounts or eCash paycards for those enrolled in 1–Full Term and S1–May Term classes.

May 16–17 S1–May Term: Students who drop class(es) may have their financial aid cancelled

May 16–26 1–Full Term: Students who drop class(es) may have their financial aid cancelled

May 17 **Fee payment/confirmation deadline** for students who registered May 14–17

Undergraduate academic appeal for Summer or Fall 2011 due by 4:00 p.m. in Records Office

- May 18–June 7** Registration for eligible students who have not previously selected classes for S2–June Term or who need to make schedule adjustments. Fees due by Tuesday, June 7, at 4:30 p.m.
- May 19** Undergraduate academic appeal committee meets in Business and Aerospace Building
- May 20** Undergraduate academic appeal decisions available on RaiderNet by noon
- May 23** Spring 2011 graduate academic suspension appeal application due by 4:00 p.m.
- May 24** Graduate academic suspension appeal hearings
- May 28** S1–May Term: Students who withdraw before this date may have all or a portion of their financial aid cancelled depending on the number of days attended.
- May 30** Memorial Day Holiday–NO CLASSES

JUNE

- June 3** Final Examinations, S1–May Term - M-F classes
Last day for graduate students to file Intention to Graduate forms for August graduation
- June 4** Final Examinations, S1–May Term - Saturday classes
- June 6** Classes begin: S2–June Term, S4–June/July Term, and R–RODP Term
- June 6–9** S2–June Term: Students who drop class(es) may have their financial aid cancelled
- June 6–14** S4–June/July Term: Students who drop class(es) may have their financial aid cancelled
- June 6–19** R–RODP Term: Students who drop class(es) may have their financial aid cancelled
- June 7** **Fee payment/confirmation deadline** by 4:30 p.m. for students who registered May 18–June 7
- June 18** Written doctoral qualifying exams begin
- June 19** Financial aid may be adjusted for the Summer term based on the number of hours enrolled as of this date. This includes all Parts of Term (*formerly known as sessions*) for the Summer; i.e., 1-Full Term, S1-May Term, S2-June Term, S3-July Term, S4-June/July Term, and R-RODP. Adding summer courses after June 19 **WILL NOT** increase financial aid eligibility. However, if you drop a course before it begins or an instructor reports that you never attended or stopped attending a class after June 19, your aid may be reduced or canceled. If aid is canceled or reduced, 2011 Fall aid may be used to repay only \$200 of this amount.
- June 24** Last day for filing theses and dissertations for August graduation

- June 25** S2–June Term: Students who withdraw before this date may have all or a portion of their financial aid cancelled depending on the number of days attended
Written master’s and specialist’s comprehensive exams begin

JULY

- July 4** Independence Day Holiday - NO CLASSES
- July 7** Final examinations, S2–June Term for classes meeting M–R
- July 8** Final examinations, S2–June Term for classes meeting M–F
1–Full Term: Students who withdraw from all summer classes before this date may have all or a portion of their financial aid cancelled depending on the number of days attended
- July 11** Classes begin, S3–July Term
- July 11–14** S3–July Term: Students who drop class(es) may have all their financial aid cancelled
- July 12** **Fee payment/confirmation deadline** by 4:30 p.m. for students who registered June 8–July 12
- July 17** R–RODP Term and S4–June/July Term: Students who withdraw before this date may have all or a portion of their financial aid cancelled depending on the number of days attended
- July 30** S3–July Term: Students who withdraw before this date may have all or a portion of their financial aid cancelled depending on the number of days attended

AUGUST

- August 1** Comprehensive examination results due in College of Graduate Studies
- August 5** Deadline to apply for Student Stafford or Parent PLUS loans for the 2011 Summer Term.
Last day to remove “I” grades for graduate students graduating in August
- August 11** Final Examinations, 1–Full Term (if class meets entire term), S3–July Term, S4–June/July term, and R–RODP Term for classes meeting M-R
- August 12** Final Examinations, 1–Full Term (if class meets entire term), S3–July Term, S4–June/July Term, and R–RODP Term for classes meeting M-F
- August 13** Commencement
Last day to remove I grades for undergraduate students graduating in August
- August 15** Deadline for final grades by 9:00 a.m.
- August 22–25** Diploma pickup for students who completed degree requirements (see www.mtsu.edu/records/grad.shtml for Diploma Availability Status)

Fall 2011 Deadlines

Pay Fees or Confirm on RaiderNet Beginning July 26

Bills are no longer being mailed and will be available through your RaiderNet account.

August 23 is the deadline to sign up for direct deposit for refunds.

Course Selection Pay Fees/Confirm

April 4–Aug. 23	August 17 , by mail August 23 , 4:30 p.m., Business Office August 23 , 6:00 p.m., RaiderNet
July 1–25	Teacher, TBR, state, UT, and MTSU employee dependent discount forms turned in at the Business Office, CAB 103
July 30	TBR, UT, and state employee (PC191A) fee waiver participants register.
Aug. 24	12:00 a.m., RaiderNet available for Drop/Add after purge

Course Selection Pay Fees/Confirm

Aug. 24–Sept. 2	September 2 , 4:30 p.m., Business Office September 2 , 6:00 p.m., RaiderNet Do not mail payment!
Sept. 3 and after	Students must prepay in Business Office before being allowed to register.
A \$100 late fee will be charged to anyone who registers or reregisters on or after August 29.	

NOTE: Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadlines above.

Adding, Dropping, Withdrawing, Fee Adjustment

Part of Term	Classes Begin	Last Day to Add or Late Register on RaiderNet	Drop/Add Form or Late Reg. Approval Required	Drop Without Grade	Drop with Grade of W	Fee Adj. 100%	Fee Adj. 75%	Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term
1 Full Term Aug. 27–Dec. 15	Aug. 27 (Saturday)	Sept. 1	Sept. 2	Sept. 9	Nov. 2	August 28 (Sunday)	Sept. 9	Sept. 23	18
A1 Accelerated 1 Aug. 27–Oct. 20	Aug. 27 (Saturday)	Aug. 28 (Sunday)	Aug. 29	Sept. 2	Sept. 29	August 28 (Sunday)	Sept. 2	Sept. 9	9
A2 Accelerated 2 Oct. 25–Dec. 15	Oct. 25	Oct. 26	Oct. 27	Oct. 31	Nov. 25 (HOLIDAY)	Oct. 24	Oct. 31	Sunday Nov. 6	9
R RODP Term Aug. 27–Dec. 15	Aug. 27 (Saturday)	Sept. 1	Sept. 2	Sept. 9	Nov. 2	August 28 (Sunday)	Sept. 9	Sept. 23	18

The deadline date to drop with a grade of “W” is 60% of term. After this date, courses cannot be dropped on RaiderNet.

Tuition for undergraduate and graduate-level students is charged at different per-credit-hour rates. Tuition will not be evenly exchanged for dropping and adding courses with different tuition rates. Once the semester begins, tuition exchanges are only allowed for courses dropped and added with the same part of term with equal credit hours dropped and added on the same day.

Regents Online Degree Program (RODP) courses are charged at a different per-hour rate and are charged separately from MTSU courses. RODP courses will not be evenly exchanged with MTSU courses when dropping and adding on the same day.

Accelerated courses do not evenly exchange with full-term or RODP courses once the semester begins.

FALL 2011 CALENDAR

April 4–15 - Fall 2011 Priority Registration

APRIL

April 4–15 Fall 2011 Priority Registration on RaiderNet

April 16 Deadline for undergraduate students to file Intent to Graduate forms for December graduation

April 18 New transfers (after advising) and new RODP majors (after completing online orientation) may register

MAY

May 13 Transfer Advising Day

May 25–26 New Freshman Orientation (CUSTOMS)

May 30 Memorial Day Holiday–NO CLASSES

JUNE

June 1 College of Graduate Studies priority application submission date for Fall 2011

June 2–3 New freshmen orientation (CUSTOMS)

June 7–8 New freshmen orientation (CUSTOMS)

June 10–11 New freshmen orientation (CUSTOMS)

June 15–16 New freshmen orientation (CUSTOMS)

June 17 Transfer Advising Day

June 21–22 New freshmen orientation (CUSTOMS)

JULY

July 1–25 Teacher, TBR, State, UT, and MTSU **employee dependent discount forms** (PC 191B) must be turned in at the Business Office, Cope Building 103, by July 25 for discounts to be included on the bill. Otherwise, forms **MUST** be received by the first day of class. Signatures should not be obtained before July 1, 2011.

July 4 Holiday–University closed

July 6–7 New freshmen orientation (CUSTOMS)

July 8 Transfer Advising Day

July 14–15 New freshmen orientation (CUSTOMS)

July 15 Completed packets for Fall 2011 graduate assistantship contract due in College of Graduate Studies

July 19–20 New freshmen orientation (CUSTOMS)

July 22–23 New freshmen orientation (CUSTOMS)

July 26 Fall registration bills available online at RaiderNet (Student Account)

Parking permits may be obtained after fees paid

July 26–Aug. 17 Fee payment by mail. **Mailed payments must be postmarked by August 17 and must be mailed in time to be received by August 23.**

July 26–Aug. 23 Fee payment in person, 8 a.m.–4:30 p.m., Business Office cashier windows, Cope Building or by credit card or e-check on RaiderNet (August 23 until 6:00 p.m.)

Confirm Registration. You must confirm you will attend on RaiderNet if fees are paid in full by financial aid or other credits. **You will be given a CONFIRMATION NUMBER when you successfully complete this process.**

July 27–28 New freshmen orientation (CUSTOMS)

July 30–August 23 TBR, UT, and state employee (PC191A) fee waiver participants register. Turn in form at the Business Office, Cope Building 103, by 4:30 p.m. on August 23.

AUGUST

August 1 Freshmen who do not attend CUSTOMS eligible to register after advising

August 5 Transfer Advising Day

August 8 Transients and special undergraduates eligible to register

August 22 Undergraduate International Student Orientation
Undergraduate academic appeal forms due by 4:00 p.m. in Records Office (not eligible to appeal if student appealed for Fall on May 19)

Graduate academic appeal applications from Summer term due in the College of Graduate Studies by 4:00 p.m.

Transfer Advising Day

August 22–26 College of Graduate Studies and departmental graduate assistantship orientations

August 23 **Fee Payment DEADLINE for students who registered April 4–August 23.** Class schedules deleted unless fees are paid or registration confirmed by 4:30 p.m. (Business Office) or 6:00 p.m. (RaiderNet).

Deadline to sign up for direct deposit for refunds to be available August 29

- August 23** **RaiderNet available until 6:00 p.m. for fee payment/confirmation**
cont.
Graduate academic suspension appeal hearings
- August 24** Undergraduate academic appeal committee meets in Business and Aerospace Building
- August 25** Undergraduate academic appeal decisions available on RaiderNet by noon
- August 26** Last day of Placement Testing
- August 27** Classes begin (\$100 late fee charged on August 29)
- August 27–Sept. 1** **65-year-old, permanently disabled, and 60-year-old (audit) students** register at a reduced rate. No late fee. Turn in authorization form and pay fees, if applicable, at the Business Office, Cope 103, by 4:30 p.m. September 2.
- August 27–Sept. 9** **Full and RODP Terms:** Students who drop or add class(es) may have their financial aid awards adjusted to the number of hours enrolled as of September 9. Students who drop hours or stop attending may owe a balance to MTSU.
- August 27–Sept. 28** **A1 (Accelerated 1 part of term):** Students who withdraw from all class(es) may owe a balance to MTSU and/or the U.S. Department of Education. Financial aid funds will be prorated based on the percentage of classes attended as determined by the instructor and/or the official withdrawal date.
- August 27–Nov. 1** **Full and RODP Terms:** Students who withdraw from all classes may owe a balance to MTSU and/or the U.S. Department of Education. Financial aid funds will be prorated based on the percentage of classes attended as determined by the instructor and/or the official withdrawal date.
- August 28** Last day to drop for a 100% fee adjustment
Last day to register or add a course on RaiderNet for Accelerated 1 part of term
- August 29** **Direct deposits** of financial aid refunds sent to students' bank accounts or to the MTSU ecash PayCard.

SEPTEMBER

- Sept. 1** Last day to register or add a course on RaiderNet for Full and RODP parts of term
- Sept. 2** **Fee payment for late registration** at the Business Office, 8 a.m.–4:30 p.m., or 6:00 p.m. on RaiderNet
A1 Accelerated 1 part of term: 75% fee adjustment deadline and drop without a grade deadlines
- Sept. 5** Labor Day Holiday–University Closed

- Sept. 9** **Census Date:** Lottery Scholarship recipients cannot change enrollment status after this date and retain scholarship.
Federal financial aid may be adjusted for the Fall semester based on the number of hours enrolled as of this date. This includes all Parts of Term for the Fall; i.e., A1-Accelerated 1 part of term and A2-Accelerated 2 part of term. Adding Fall courses after September 9 **WILL NOT** increase financial aid eligibility. However, if you drop a course before it begins or an instructor reports that you never attended or stopped attending a class after September 9, your aid may be reduced or canceled.
Full and RODP Terms: 75% fee adjustment deadline. Last day for students (MTSU and RODP) to withdraw from the University or drop to part-time and receive a 75% fee adjustment.
A1 (Accelerated 1–part of term): 25% fee adjustment deadline
Last day for graduate students to file Intent to Graduate forms for December graduation.
- Sept. 23** **25% fee adjustment deadline (MTSU and RODP).** Last day for students to withdraw from the University or drop to part-time and receive a 25% fee adjustment.

- Sept. 29** **A1 (Accelerated 1 part of term):** deadline to drop with a W
A1 (Accelerated 1 part of term): Students who withdraw from all classes on or after this date may not have their financial aid adjusted. Official last date of attendance (for students who have not officially withdrawn) will be determined by the instructor.
- Sept. 30** **Second deferred payment installment due**

OCTOBER

- Oct. 1** College of Graduate Studies priority application submission dates for **Spring 2012** admission
- Oct. 15** Written doctoral qualifying exams begin
- Oct. 15–18** Fall Break–no classes
Midterm exams should be scheduled either before students leave for break or soon after their return.
- Oct. 20** **A1 (Accelerated 1 part of term):** last day of class
- Oct. 22** Written master's and specialist's comprehensive exams begin
- Oct. 25** **A2 (Accelerated 2 part of term)** begins
- Oct. 25–Nov. 24** **A2 (Accelerated 2 part of term):** Students who withdraw from all classes may owe a balance to MTSU and/or the U.S. Department of Education. Financial aid funds will be prorated based on the percentage of classes attended as determined by the instructor and/or the official withdrawal date.

- Oct. 26** **A2 (Accelerated A2 part of term):** Last day to register or add a course on RaiderNet
- Oct. 31** **A2 (Accelerated A2 part of term):** 75% fee adjustment and drop without a grade deadlines
- Third deferred payment installation due**

NOVEMBER

- Nov. 2** **Full and RODP Terms:** Students who withdraw from all classes on or after this date may not have their financial aid adjusted. Official last date of attendance (for students who have not officially withdrawn) will be determined by the instructor.
- Last day to drop or withdraw with a grade of W.** After this date, courses cannot be dropped on RaiderNet.
- Nov. 4** Last day for filing theses and dissertations for December graduation
- Nov. 6** **A2 (Accelerated 2 part of term):** 25% fee adjustment deadline
- Nov. 14–23** Early Registration for Spring 2012
- Nov. 15** Completed packets for Spring 2012 graduate assistantship due in College of Graduate Studies
- Nov. 23** Deadline for undergraduate students to file Intent to Graduate forms for August 2012 graduation
- Comprehensive exam results due back to College of Graduate Studies
- Nov. 24–26** Thanksgiving Holidays—no classes
- Nov. 25** **A2 (Accelerated 2 part of term):** Students who withdraw from all classes on or after this date may not have their financial aid adjusted. Official last date of attendance (for students who have not officially withdrawn) will be determined by the instructor.
- A2 (Accelerated 2 part of term):** deadline to drop with a grade of W

DECEMBER

- Dec. 1** 2012–2013 Scholarship deadline for incoming freshmen and currently enrolled students
- Dec. 2** Last day to withdraw from the University (all classes) and receive a “W” or “F” as determined by the instructor.
- Deadline to apply for Student Stafford or Parent PLUS loans for the 2011 Fall semester.
- Dec. 3** Spring 2012 CUSTOMS
- Dec. 7** Last Day of Classes
- Dec. 8** Study Day—no classes
- Dec. 9** Last day to remove “I” grades for graduate students graduating in December
- Dec. 9–15** Final Examinations
- Dec. 15** **A2 (Accelerated A2 part of term):** last day of class
- Dec. 17** **Commencement**
- Morning ceremony:** Colleges of Graduate Studies, Business, Education, and Mass Communication
- Afternoon ceremony:** Colleges of Basic and Applied Sciences, University College, Liberal Arts, and Behavioral and Health Sciences
- Last day to remove I grades for undergraduate students graduating in December
- Dec. 19** Deadline for Final Grades, 9:00 a.m.

2012

- Jan. 4–6, 9** Diploma pickup for students who completed degree requirements (See www.mtsu.edu/records/grad.shtml for Diploma Availability Status)
- Jan. 12** Spring 2012 Classes Begin
- Feb. 1** 2012–2013 scholarship deadline for transfer students
- Feb. 15** 2012–2013 scholarship deadline for most MTSU Foundation scholarships and the Dream Scholarship. For more information, visit www.mtsu.edu/scholarships.



ATTENTION ALL STUDENTS!

Frequently Asked Questions - Fall 2011 Priority Registration

Click on **PipelineMT** at www.mtsu.edu to access the following services:

How to Find Your Advisor on RaiderNet

1. Log in to PipelineMT, click on the RaiderNet tab, then on the **Student** tab and select **Registration**.
2. Click on **Assigned Advisor(s)**.
3. Select a term and submit. (Make sure you select the correct term.)
4. See all assigned advisor(s) including office locations and phone numbers.

How to Search for Classes

1. Log in to PipelineMT, click on the RaiderNet tab, then on the **Student** tab and select **Registration**.
2. Click on **Look Up Classes** and select desired term.
3. Choose a subject in the "Subject" field (e.g., ENGL for English).
4. **By course number:** If you know the course number, you may enter it in the "Course Number" field (e.g., 1010).

All subjects: To select all subjects, select the first subject, hold down the shift key, and select last subject—all subjects will be selected. You could then select an attribute to search for a specific area such as General Education across all subject areas.

5. For best results, leave remaining fields at their default settings and click **Class Search**.
6. You may register for a displayed class by placing a checkmark in the box to the left of the class, scrolling to the bottom of the screen, and clicking **Register**.
7. If the class requires a corequisite, click on the **Display Corequisites** link at the bottom of the page. The courses are listed in alphabetical order of the subject, and labs or other corequisites are listed below the lecture/class to which they correspond.

How to Register (Add or Drop Courses)

1. Log in to PipelineMT, click on the RaiderNet tab, then on the **Student** tab and select **Registration**.
2. Click on **Registration Status** and select desired term to view holds, academic standing, classification, etc. Select **Assigned Registration Time** to view your day and time to register.
3. Select the **Add or Drop Classes** link at the bottom of the page OR go back to **Registration** menu and click on **Add or Drop Classes**; select term, if needed.
4. On Add or Drop page, scroll down and enter course reference numbers (CRNs) in the boxes, starting from the left. You can enter one CRN at a time or multiples. If a course requires a corequisite, then both CRNs must be entered before clicking **Submit Changes**.
5. Click on **Submit Changes**.

6. Continue to register for classes until all of your selected courses appear.
7. Read how to resolve registration error messages by clicking on **Click here for assistance in resolving registration errors**. Contact department offering course for any needed overrides.
8. To drop a course, scroll down to current schedule and click on drop down arrow and choose the available drop option.
9. Click on **Submit Changes**.

To View Your Updated Schedule

1. Log in to PipelineMT, click on the RaiderNet tab, then on the **Student** tab and select **Registration**.
2. Click on **Schedule (grid format)**.

NOTE: Your class schedule changes do not always appear immediately on My Courses (on the My Pipeline tab), but they do appear immediately on RaiderNet. Please use your schedule under RaiderNet for official information.

How to Confirm or Pay on RaiderNet

Beginning July 26 you may confirm you will attend MTSU this term and validate your registration.

1. Log in to PipelineMT, click on RaiderNet, then on the **Student** tab.
2. Select **Student Account**.
3. Select **Confirm Enrollment/Registration Payment/Account Detail for Term**.
4. Select the Fall 2011 term.
5. Your account balance summary and account details for the term will be displayed.
6. **To confirm**, click "**Yes, I will attend during Fall 2011.**" Wait for a confirmation number, and write it down or print the page.
7. If you do not get a confirmation number, you have a balance due and you either need to pay or contact the Financial Aid Office if you are receiving loans, grants, or scholarships which should cover your total bill.
8. **To pay**, select **Continue**.
9. Select **Recent Account Activity**; then select **Make a Payment**.
10. Click on **Pay** or **Make a Payment**.
11. Follow payment directions.

What is my MTSU ID Number (aka M#)?

1. Log in to PipelineMT, click on the RaiderNet tab, then on the **Student** tab and select **Registration**.
2. Click on **What's My MTSU ID Number (aka M#)?**

Fall 2011 Final Exam Schedule

December 9–15, 2011

Monday, Wednesday, Friday

Class Time	Exam Day	Exam Time
6:50-7:45 a.m.	Friday, December 9	7:00-9:00 a.m.
8:00-8:55 a.m.	Wednesday, December 14	7:30-9:30 a.m.
9:10-10:05 a.m.	Wednesday, December 14	10:00 a.m.–Noon
10:20-11:15 a.m.	Monday, December 12	9:30-11:30 a.m.
11:30-12:25 p.m.	Friday, December 9	10:00 a.m.–Noon
12:40-1:35 p.m.	Monday, December 12	12:30-2:30 p.m.
1:50-2:45 p.m.	Friday, December 9	12:30-2:30 p.m.
3:00-3:55 p.m.	Wednesday, December 14	3:00-5:00 p.m.
4:10-5:05 p.m.	Friday, December 9	3:30-5:30 p.m.
5:20-6:15 p.m.	Monday, December 12	4:00-6:00 p.m.

Monday, Wednesday

Class Time	Exam Day	Exam Time
12:40-2:05 p.m.	Monday, December 12	12:30-2:30 p.m.
2:20-3:45 p.m.	Wednesday, December 14	12:30-2:30 p.m.
4:10-5:35 p.m.	Monday, December 12	3:30-5:30 p.m.
6:00-7:25 p.m.	Monday, December 12	6:00-8:00 p.m.
7:40-9:05 p.m.	Wednesday, December 14	8:30-10:30 p.m.

Tuesday, Thursday

Class Time	Exam Day	Exam Time
6:20-7:45 a.m.	Thursday, December 15	7:30-9:30 a.m.
8:00-9:25 a.m.	Tuesday, December 13	8:00-10:00 a.m.
9:40-11:05 a.m.	Thursday, December 15	10:00 a.m.–Noon
11:20 a.m.–12:45 p.m.	Tuesday, December 13	10:30 a.m.–12:30 p.m.
1:00-2:25 p.m.	Thursday, December 15	1:00-3:00 p.m.
2:40-4:05 p.m.	Tuesday, December 13	3:30-5:30 p.m.
4:20-5:45 p.m.	Thursday, December 15	3:30-5:30 p.m.
6:00-7:25 p.m.	Tuesday, December 13	6:00-8:00 p.m.
7:40-9:05 p.m.	Thursday, December 15	8:30-10:30 p.m.

Classes Meeting One Day a Week:

Monday, December 12; Tuesday, December 13; Wednesday, December 14; Thursday, December 15

Class Time	Exam Day	Exam Time
2:40-5:40 p.m.		3:30-5:30 p.m.
4:30-7:30 p.m.		6:00-8:00 p.m.
6:00-9:00 p.m.		6:00-8:00 p.m.
7:45-10:45 p.m.		8:30-10:30 p.m.

Evening Classes: Exams for evening classes not listed above will be December 9–15 during regularly scheduled class meeting times.

Distance Learning Classes: Some distance learning courses require students to attend meetings or exams on the main campus. Check RaiderNet to find out if your MTSU online/hybrid or correspondence course has any meetings or proctored exams.

Saturday Classes: Exams are Saturday, December 10, from 7:30 to 10:30 a.m. or 9:00 a.m. to noon or 1:00 to 4:00 p.m.

NOTE: Exams for classes meeting at other times are to be arranged by the instructor between December 9–15.

ENROLLING AT MTSU

Becoming a student is a four-step process:

1. Admission or Readmission
2. Academic Advising
3. Class Selection
4. Pay Fees or Confirm Enrollment

1. Admission or Readmission

Go to these Web sites for admission requirements, application deadlines, and contact information for admissions staff:

Undergraduate Admissions

www.mtsu.edu/admissn/adminfo_admissn.shtml

Graduate Admissions (Domestic and International)

www.mtsu.edu/graduate/

Undergraduate International Admissions

www.mtsu.edu/admissn/Intl_admissions_main.shtml

2. Academic Advising

Contact your academic advisor to review your progress and work out a schedule of classes. *NOTE: Advising is required for all new freshmen and new transfer students before registration, as well as University College, undeclared majors, and other majors as required by the department.*

Undergraduate Students, Declared Major

www.mtsu.edu/admissn/deptlist_admissn.shtml

Undergraduate Students, Undeclared Major

www.mtsu.edu/advising/advisors.shtml

Undergraduate Transfer Students

www.mtsu.edu/transferonline

NOTE: Degree evaluation is available in RaiderNet for undergraduate students. This tool allows you to check your progress toward graduation and review all degree requirements.

Graduate Students

www.mtsu.edu/graduate/

3. Class Selection

Class listings on the Web are accurate as of the time you view them. Click on the RaiderNet tab in PipelineMT and select the **Student** tab, **Registration** menu. Click on **Look Up Classes** and select the desired term. **Select at least one subject to search for course sections.** If you know the course number, you may enter it in the "Course Number" field (e.g., 1010). To **select all subjects**, select the first subject, hold down the shift key, and select last subject—all subjects will be selected. You could then select an attribute to search for a specific area such as General Education across all subject areas. For best results, leave remaining fields at their default settings and click Class Search. You may register for a displayed class by placing a checkmark in the box to the left of the class, scrolling to the bottom of the screen, and clicking **Register**.

If a class requires a corequisite (e.g., BIOL 1030 and 1031), click on the **Display Corequisites** link at the bottom of the **Look Up Classes** or **Add or Drop** page. The labs or other corequisites are listed immediately below the lecture/class to which they correspond. Write down the CRN for both the lecture and lab section. Go back to the **Add or Drop** page and enter both CRNs before clicking Submit Changes. If you do not enter both, you will receive a Corequisite Error message.

If **you are not a student** yet, you may view available courses on the Records and Scheduling Web site:

Course Schedule and Registration Guide

www.mtsu.edu/records/sbooks.shtml

For students, log into your PipelineMT account

www.mtsu.edu/pipelinemt

4. Pay Fees/Confirm Enrollment

www.mtsu.edu/bursar

Log into RaiderNet through your PipelineMT account at www.mtsu.edu/pipelinemt to pay or confirm.

Go to the MTSU Bursar's Web site for up-to-date information regarding tuition and fees. Confirmation and fee payment instructions/deadlines may be found on www.mtsu.edu/bursar/. Look for instructions to authorize parents to see bills, enroll in deferred payment, and to set up direct deposit in eRefunds.

GENERAL INFORMATION

SUMMER AND FALL 2011

Academic Alert

A new system is being used by faculty to report academic progress for certain populations of students as well as any other students for which a faculty member has concerns. The Academic Alert report will reflect feedback from your professor which could include an estimated grade, issues/concerns, and/or recommendations. An email notification is sent the student if an Academic Alert is posted. Details related to the alert can be accessed in RaiderNet by selecting the Student tab, then the Student Records and Academic Alert links.

Academic Standing and Grades

It is the student's responsibility to be aware of grades and academic standing. Academic standing could be good standing, probation, or suspension, and it is calculated at the end of each term after grades are received, repeats marked, and GPA calculated. Grade changes are processed daily and e-mail notifications of the grade changes are sent to the student's and faculty's MTSU e-mail address. Once the next semester begins, academic standing is not recalculated even if grade changes are received unless a university error was made.

Students may view their grades and academic standing online each semester by selecting the Transcript link or Final Grades link under the Student Records menu on RaiderNet. If you have a hold that prevents viewing your transcript, academic standing can also be viewed by selecting the Registration Status link under the Registration menu. No student may view grades on RaiderNet until all debts or obligations owed to MTSU have been satisfied. Students with holds may come to the Records Office in Cope Administration Building 106 and present a photo ID to be informed of their grades.

Undergraduate Students: A message is sent to the student's MTSU e-mail address if he or she is placed on probation or suspension; however, a student should always check his/her academic standing on RaiderNet after each semester. If a student is placed on probation, the student must attain a 2.00 GPA in the next term or increase the cumulative GPA to one of the following retention standards:

00–29.99 GPA hours	1.50
30–49.99 GPA hours	1.80
50 or more GPA hours	2.00

A student on academic probation who does not meet **either** the current term GPA **OR** cumulative GPA in the above standards during the next term enrolled will be suspended.

If a transfer or re-enrolling student is admitted on probation or has been previously suspended from any school, the above standards must be met or suspension will occur.

Students previously suspended are not eligible for probationary status.

If a student is suspended, any future registration is purged and the student cannot attend MTSU for the length of the suspension. A student can appeal a suspension. Students should also

be aware of the **difference** between a **financial aid suspension** due to unsatisfactory progress and an **academic suspension** based on grades and GPA. A financial aid suspension means the student can still attend MTSU; however, the student will not receive financial aid. An academic suspension means the student cannot attend MTSU for the length of the suspension even if eligible for financial aid. These are two different suspensions, and there are two different appeal processes that are independent of each other.

Graduate level academic standing is based on cumulative GPA. Academic standards for graduate students may be viewed at www.mtsu.edu/graduate/student/regulations/suspension.shtml.

Assigned Registration Dates

Registration date/time assignments are determined by the number of completed credit hours. Currently enrolled hours are not included. Students should contact their advisors for assistance in class selection prior to their registration date.

View your registration date/time in RaiderNet by clicking on the **Assigned Registration Time** link on the **Registration** menu.

Auditing

Any request to change from credit to audit or audit to credit must be processed by the last day to add a class. Graduate students who request to change after the deadline must receive approval from the department chair and the dean of the College of Graduate Studies. Students who wish to audit a course must contact the Scheduling Center at 898-5800 (JUB 123).

Change of Address or Name

Students are encouraged to review their addresses every semester before priority registration. Students should always immediately update addresses or other information if they move or information changes, but it is a good idea to review and correct before priority registration to be sure everything is current. After logging in to PipelineMT and selecting the RaiderNet tab, click the **Personal Information** tab to review and correct addresses, phone numbers, e-mail addresses, and emergency contacts. A forwarding address should be left with the U.S. Post Office in addition to a change of address with the University.

Students cannot update permanent addresses on RaiderNet because the permanent address serves several purposes and must be monitored. For example, residency for tuition purposes (in-state or out-of-state) is monitored in conjunction with permanent address. Requests to update the permanent address must be made in the Records Office, Cope Administration Building 106, or by contacting contact Records Office staff based on your last name: A-I, call Cindy Gartung at (615) 898-2163; J-P, call Christi Farris at (615) 898-2162; Q-Z, call

Connie Moffett at (615) 898-2164. A permanent address change request that conflicts with residency might require documentation. Name changes must be processed in the Records Office, Cope Administration Building 106, Window 12. It is the student's responsibility to inform instructors and/or advisors of name changes that occur during the semester. **Important:** All name and/or address changes should be made early in the term to ensure they are processed in time to receive mail on a timely basis.

Change of Major/Program

Many students make the decision to change their majors/programs during their undergraduate careers. While the procedure for doing so is relatively simple, a change in academic program or declaration of double majors or dual degrees should be carefully considered and thoroughly investigated. Students considering a change in major should consult their current advisors and faculty in their new areas of interest and explore possible major career fields in the University College Advising Center, McFarland Building.

A change of major is accomplished by meeting with a University College Advising Center advisor. Any request for a change of major will be processed for the current term and an e-mail confirmation sent. Once processed, students can see their new major, run an up-to-date degree evaluation, and keep departments better informed of their current majors.

Change of Program for Graduate Students

Effective the first day of class each semester, graduate-level students who elect to change their academic programs will be processed for the following semester. These students **MUST** be fully admitted into the new program prior to registration for the upcoming term. This process ensures a student's registration and financial aid are not adversely affected.

Class Attendance

A student is expected to attend each class for which he/she is registered except in cases of unavoidable circumstances and should not attend classes for which he/she is not officially registered.

Even though some faculty may not check attendance in a conventional manner, attendance in classroom courses or participation in distance learning courses is expected, and absence or nonparticipation is recorded and will have an effect on receipt or repayment of various financial aid and scholarships.

Class Cancellations and Changes

The University reserves the right to cancel any lower-division class enrolling fewer than fifteen, any upper-division or 5000-level class enrolling fewer than ten, any 6000-level class enrolling fewer than eight, and any 7000-level class enrolling fewer than four students. RODP courses are cancelled or adjusted at the discretion of the Tennessee Board of Regents. It may be necessary for modifications to be made in locations and teachers listed for courses. The most up-to-date information may be accessed on RaiderNet.

Class Cancellations Due to Weather

To determine if classes are cancelled, students should listen to area radio and television stations, access the University home page at www.mtsu.edu, or call the news line at 615-904-8215. Students may also register for the text alert service. To register, go to www.mtsu.edu/alert4u, and click on the link **Sign up for MTSU's Emergency Text Messaging Service** (www.getrave.com/login/mtsu). A limited number of phone lines may make reaching the news line difficult. If MTSU classes are cancelled, the announcement will apply to all classes, credit and non-credit. Offices at MTSU will be considered open unless the announcement specifically says all offices will be closed.

Confidentiality of Student Records

Middle Tennessee State University regards a student's academic record as confidential. The release of information contained in the record is governed by a federal law known as the Family Educational Rights and Privacy Act (FERPA).

Directory information such as the student's name, address, e-mail address, telephone listing, major fields of study, hours enrolled, participation in officially recognized activities and sports, weight and height of members of athletic teams, classification such as freshman or junior, dates of attendance, degrees, awards received, and the most recent previous educational agency or institution attended by the student will be released unless the student has asked MTSU to withhold such information.

If you do not wish directory information released, you must notify the Records Office in writing. You can access the form online at www.mtsu.edu/records/docs/nonrelease.pdf. This form can be faxed to 615-898-5538 or brought to Cope 106.

The law does provide for the release of information to authorized University personnel, other institutions engaged in research (provided information is not revealed to any other parties), and certain federal and state government officials. If you have any questions concerning the provisions of this act, please feel free to contact the registrar.

Course Load and Enrollment Status

A student's enrollment status is determined by the number of credit hours taken per term according to the following:

Undergraduate	Graduate
Full-time - 12 hours	Full-time - 9 graduate hours
One-half time - 6 hours	One-half time - 5 graduate hours

A normal full-time load for graduate students is nine graduate level semester hours; however, full-time status for students holding graduate assistantships is six semester hours at the graduate level.

Summer Term: The maximum number of credit hours for which a undergraduate student may enroll is

- 1–Full Summer Term - 18 hours
- S1–May Term - 4 hours
- S2–June Term - 8 hours
- S3–July Term - 8 hours
- S4–June/July Term - 8 hours

Undergraduate students may not take more than 18 hours (total of all parts-of-term). Students who wish to enroll for credit

hours in excess of these limitations must be granted approval by the appropriate dean as determined by the student's major or the University College Advising Center for University College or undeclared majors.

Graduate students are limited to a maximum load of 12 credit hours per term. If an exception to this 12-hour limit is requested, overload forms must be signed by the appropriate graduate program advisor and approved by the College of Graduate Studies.

Course Prerequisites and Restrictions

Some course sections require departmental permission before registration. Contact the academic department for permission; then access RaiderNet via PipelineMT to register. Some courses require specific course prerequisites or have other registration controls which require that students have specific majors, classification, candidacy, etc., before registration can occur. Courses that are considered "corequisites" require registration for both sections in the same transaction. Check the **Display Corequisites** link in your RaiderNet account for corequisites or the course catalog for prerequisite or other requirements. If you have met the requirements and still have problems during registration, please contact the academic department of the course or the Scheduling Center at (615) 898-5800.

If you receive a Repeat Grade Restriction message, you must complete an online form at www.mtsu.edu/records/docs/repeat_grade.pdf to repeat an undergraduate course where A, B, or P was earned previously or consider auditing the course instead. Graduate students must complete Request to Repeat Courses regardless of previous grade earned and obtain approval from program's graduate coordinator.

Degree Evaluation

Degree evaluation is available in RaiderNet for undergraduate students by selecting **Student, Registration, Degree Evaluation**, the current/priority registered term, and one of the following when the curriculum information displays:

Generate New Evaluation allows you to request a new evaluation to be run using your current program (major, concentration, and minors) and all credits and grades earned. Select the radio button next to the curriculum and click on **Generate Request**.

What-if Analysis allows you to request a new evaluation for what-if scenarios by select catalog, major, concentration, and/or minors. Steps follow:

1. Select the **Entry Term** which is the term of the catalog under which you will be graduating.
2. Select a **Program**.
3. Select the major in the **First Major** box and click on **Add More**.
4. Select **Concentration** one, if applicable, and click on Add More.
5. Select up to two minors in the **First Minor and Second Minor** boxes, and click on Submit.
6. Created curriculum will display; if correct, click on **Generate Request**.

Previous Evaluations shows every evaluation that has been generated for you by the graduation coordinator, advisor, or yourself. It is a "frozen-in-time" snapshot just like a printed

copy, and no additional credits or grades will be reflected since the original results date.

Display Corequisites

If a class requires a corequisite (i.e., BIOL 1030 and 1031), click on the Display Corequisites link at the bottom of the **Look Up Classes** or **Add or Drop** page. You may also access **Display Corequisites** from the **Registration** menu.

On the **Display Corequisite** link, courses are sorted by part of term and alphabetically by subject. The labs are listed immediately below the lecture to which they correspond. Write down the CRN for both the lecture and lab section. Go back to the **Add or Drop** page and enter both CRNs before clicking Submit Changes. If you do not enter both, you will receive a Corequisite Error message.

General Education courses with corequisites:

Natural Sciences

BIOL 1030/1031	CHEM 1030/1031	PHYS 2010/2011
BIOL 1110/1111	CHEM 1110/1111	PHYS 2110/2111
BIOL 2010/2011	PSCI 1130/1131	PSCI 1030/1031
BIOL 2020/2021	GEOL 1030/1031	
CHEM 1010/1011	GEOL 1040/1041	

Social and Behavioral Sciences

HLTH 1530/1531

Distance Learning Courses

For assistance, please call 615-898-5332 or 615-898-5611 or visit the following Web sites:

Correspondence Courses

www.mtsu.edu/corres

Online/Hybrid and Synchronous Online Courses

www.mtsu.edu/online

Off-Campus or Videoconferencing Courses

www.mtsu.edu/learn/offcampus/

Some MTSU online courses require an override (department permission) to register. Request a permit at www.mtsu.edu/learn/online/pod.shtml. (If the course which interests you is not listed, a permit is not required.)

All RODP online courses require an override from the student's academic advisor (unless the student is pursuing an RODP degree). Request the override at www.mtsu.edu/form. For information on the RODP fee structure, check this Web site: www.mtsu.edu/bursar/rates_main.shtml.

After you register for a distance learning course, please review the Distance Learning Tutorial at www.mtsu.edu/learn/dltutor/. Important information is included in this tutorial. Some distance learning courses require students to attend meetings or exams on the main campus. Check RaiderNet to find out if your MTSU online/hybrid or correspondence class has any meetings or on-campus exams. All hybrid classes have mandatory meetings on campus.

Synchronous online classes meet online at the time/days of the week specified in RaiderNet. Students will receive an e-mail from the instructor regarding course access and should check their MTSU e-mail account. A reliable computer with, at minimum, a DSL Internet (broadband) connection is needed to successfully access this course. Hardware requirements include headphones, earbud speakers, and may include a microphone

and/or Web cam. During the class, students can hear and/or see the professor and communication with the professor may take place through a microphone or text chat window. Recording of class sessions may occur

With approval of the instructor, University College can proctor midterm and final exams for students who cannot meet at the appointed test date. Students must register at www.mtsu.edu/flextex or call (615) 898-2743 for an appointment.

Additional fees are required for RODP classes (R50 sections) as well as MTSU online/hybrid/synchronous online and correspondence courses (D section numbers). Review the information at www.mtsu.edu/bursar/rates_main.shtml.

Drop/Add Policy

During designated days (see calendar) of a term, students may add courses. Students who wish to add a class after the deadline to add must process a drop/add form in the Scheduling Center, JUB 123. Both the instructor and chairperson's signatures are required on the drop/add form.

Students who cease attendance but do not officially drop or withdraw will receive a grade of "F." Students will be allowed to drop or add courses provided they do so within the course drop/add period.

1. During the first two weeks (14 calendar days) of a term, no grade is assigned.
2. During the third week (15th calendar day) through 60% of a term, a grade of "W" will be assigned. (See pages 2 and 6.)
3. After 60% of a term, courses cannot be dropped via RaiderNet.

NOTE: See calendar on pages 2 and 6 for specific dates.

Students with registration holds on their records may not drop or add until the holds are cleared.

Dropping a class after the deadline requires signatures of the instructor and department chair if an exception to the policy is being approved.

RODP, accelerated, and full-term courses do not exchange evenly with other part of term courses when students drop/add on or after the first day of the semester.

The drop dates for courses that meet for a shorter time period than the normal term beginning and ending dates will be prorated based upon the course drop dates for the full term upon notification to the Scheduling Center.

Tennessee Board of Regents policy prohibits students from dropping prescribed courses except under extenuating circumstances and with the approval of the chair of University Studies. A student desiring to drop a course must contact the University College Advising Center at (615) 898-2339 (McFarland Building) to begin the process. Failure to comply will result in an automatic grade of "F."

Student athletes must obtain permission from the Student-Athlete Enhancement Center before processing drop/add forms in the Scheduling Center. International students should obtain permission from the International Admissions Office.

Emergency Notification

Safety alerts on the MTSU campus can now be received on cell phones via MTSU's Emergency Text Messaging Service.

Campus safety alerts range from a security breach to cancellation of classes due to severe weather. All student, staff, and faculty e-mail addresses will be loaded into the Rave Emergency Alert system and users will have the option to provide other contact information, such as phone numbers and other e-mail addresses. Users may be assured that their information will not be shared. An e-mail/PipelineMT username is required for access to this service.

MTSU's Emergency Text Messaging Service will be used as one of several alert systems already in place, including e-mail, voice mails, Web site, tornado siren, and media. If you have any questions regarding MTSU's Rave Emergency Alert system, please contact Alana Turner at 615-898-2677 or altuner@mtsu.edu.

Fee Payment and Confirmation of Attendance

For information regarding tuition and fee payment, deferred payment, RAIDER FUND\$, direct deposit, fee waivers and discounts, parent and guest payment, and Perkins and Institutional loan payments visit the bursar's Web site: www.mtsu.edu/bursar/. (See page 6 for instructions on how to confirm or pay.)

Financial Aid

Federal/State Aid: For information about applying for federal/state financial aid (including loans, grants, work-study, etc.), deadlines for financial aid applications, financial aid satisfactory academic progress, the federal financial aid return policy, and general financial aid information, visit www.mtsu.edu/financialaid.

Academic/Other Scholarships: Scholarship criteria for incoming freshmen, currently enrolled students, transfer students, etc., may be obtained online at www.mtsu.edu/scholarships.

Tennessee Education Lottery Scholarships (TELS): The Tennessee Student Assistance Corporation (TSAC) awards the Tennessee Education Lottery Scholarships. TSAC reserves the right to modify rules and regulations without prior notification. For information about initial and continuing eligibility requirements, visit the MTSU Web site at www.mtsu.edu/scholarships/telsprogram_scholarships.shtml. For additional information, visit the TSAC Web site at www.collegepaystn.com.

Graduation Information

Graduation information such as ceremony dates, instructions, ordering caps and gowns, etc., for undergraduates can be found at www.mtsu.edu/records/grad.shtml. Graduate students should see www.mtsu.edu/graduate/student/graduation.shtml for this information.

Hepatitis B and Meningococcal Meningitis Information

The state of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning hepatitis B and meningococcal meningitis to all students entering the institution for the first time. New students must acknowledge they have read this information before they can register for classes. This information and acknowledgment statement are automatically displayed when new students register for classes on RaiderNet. If students are under the age of 18, a parent or legal guardian must sign the form located on www.mtsu.edu/healthservices/mmr_health.shtml and return to Health Services.

High School Deficiencies

Any student with a high school deficiency can complete an appropriate course with the minimum grade required for the major program and not only satisfy the high school deficiency but also use the course toward a general education or degree requirement if it satisfies the requirement. Any student who has already completed a high school deficiency but still lacks the general education requirement can apply the course to both requirements if it satisfies them. For example, if a student took ART 1030 to satisfy a Visual/Performing Arts high school deficiency, then this course could be used to satisfy the high school deficiency and to meet the Humanities General Education requirement.

Holds

Holds MUST be resolved before registration. Access RaiderNet (**Student, Registration, View Holds**) to determine which department has a hold on your record. After clearing the hold, resume registration. **Registration holds will prevent adds and drops.**

ID Cards

The MTSU BlueID card identifies MTSU students, faculty, and staff for access to campus services and privileges. Use the BlueID card to check out books at the library; be admitted to the Campus Recreation Center, campus computer labs, and residence halls; cash checks; attend campus events and purchase extra tickets; receive student health services; and pay for food via student meal and budget plans.

You can also use the BlueID card as a debit card. Just deposit money into a RAIDER FUND\$ account. Then use your BlueID rather than cash or checks for purchases at the campus bookstore, to pay registration fees, buy a soft drink or snack, or to purchase meals at any of the food service locations on campus. The MTSU BlueID Office is open Monday–Friday from 8:00 a.m. to 4:30 p.m. and is located in James Union Building 306.

Information Technology Help Desk

The Information Technology Help Desk is staffed 24 hours a day, seven days a week when classes are in session (except University holidays) by experienced personnel who can answer hardware, software, and other computing questions. Contact the Help Desk at (615) 898-5345 or e-mail help@mtsu.edu.

Late Registration

See the calendar for registration dates. The form for late registration can be downloaded from the Web at www.mtsu.edu/records from the forms online link.

Measles Immunization

The state of Tennessee requires students entering colleges, universities, and technical institutes with enrollment greater than 200 students to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles if date of birth is 1957 or after to register for full-time status.

This needs your immediate attention so that you do not encounter unnecessary delays when you attempt to register for classes at full-time status. For additional information, call 615-898-2988 or visit www.mtsu.edu/healthservices/mmr_health.shtml.

Parking Permits

All motor vehicles operated on the campus of MTSU must be registered with the Parking and Transportation Services Office. Any vehicle parked on campus must have a current valid parking permit displayed in the vehicle.

Parking permits are issued only after all registration fees are paid. Permits are issued at the Parking and Transportation Services Office located at 1403 E. Main Street, in the rear of the building. Students must complete vehicle registration in RaiderNet and bring a photo ID with them to receive their parking permits. For more information or clarification, refer to the Traffic and Parking Regulations booklet or go to our Web site at www.mtsu.edu/~parking.

Permits are also available in the Evening School Office, KOM 126 (please call their offices for hours at 904-8391 or www.mtsu.edu/eveningschool/services.shtml). Students will need to complete vehicle registration forms at this office to receive their parking permits.

For more information or clarification, refer to the Traffic and Parking Regulations booklet or go to our Web site at www.mtsu.edu/~parking. **NOTE: Permits expire August 15; no separate charge applies.**

PipelineMT

PipelineMT offers a single-login Web interface that provides access to many of MTSU's information resources. The majority of student services are available on the RaiderNet tab.

Some services offered on RaiderNet include access to registration dates, fee payment by credit card or e-check, view holds, course section searches, update address, class schedules, unofficial transcript, financial aid data, degree evaluations, and vehicle registration form.

PipelineMT also offers campus e-mail, academic course calendars, online course tools, and personal calendars and other MTSU Web sites that have been grouped together for ease of use.

For new students who have never accessed their PipelineMT accounts:

1. Go to www.mtsu.edu/changepw and follow instructions.
2. Your username will be displayed. Students will be prompted to create passwords within the parameters given. The initial password is created by the student.
3. Students may go to this Web site if they forget or wish to change their passwords.

Prescribed Course Placement

All students who were placed into prescribed courses based on the University Placement Test must enroll in and complete the designated courses in sequence. Tennessee Board of Regents policy prohibits students from dropping prescribed courses except under extenuating circumstances and with the approval of the chair of University Studies. A student desiring to drop a course must contact the University College Advising Center at (615) 898-2339 (McFarland Building) to begin the process. Failure to comply will result in an automatic grade of "F."

Failure to enroll in the designated courses can result in the student's course schedule being deleted. Additional information can be obtained by calling 615-898-2568 or accessing the University Studies web page at <http://mtsu.edu/university-studies/>.

RODP Courses

All RODP online courses require permission (override) from the student's academic advisor (unless the student is pursuing a RODP degree). Request the override at www.mtsu.edu/form. RODP tuition is charged separately and in addition to regular MTSU courses. For the RODP fee structure, check www.mtsu.edu/bursar/.

Time Conflicts

Academic departments may override time conflicts with instructor and/or chair approval. After the override is entered by the department, the course may be added by the student. Permits and overrides will be displayed in RaiderNet under Registration Status.

Varicella (Chicken Pox) Immunization

The state of Tennessee requires students entering colleges, universities, and technical institutes with enrollment greater than 200 students to provide proof of two (2) doses of Varicella (Chicken Pox) vaccine on or after the first birthday or proof of immunity to Varicella (Chicken Pox) if date of birth is 1980 or after to register for full-time status. This needs your immediate attention so that you do not encounter unnecessary delays when you attempt to register for classes at full-time status. For additional information, call 615-898-2988 or visit www.mtsu.edu/healthservices/index.shtml.



GENERAL EDUCATION REQUIREMENTS

www.mtsu.edu/gen_ed

Many majors require or recommend specific courses within the General Education program. Students should consult their major advisors for requirements.

Note: The **prescribed prerequisites** indicated below are for students who have placed into prescribed courses based on University Placement Test Scores. For example, math test scores could place students in MATH 1000K and MATH 1010K/1710K or just MATH 1010K/1710K. See **University College Advising Center** for details.

COMMUNICATION (9 hours)		
<i>English Composition (6 hours) and 3 hours in English oral/presentational communication</i>		
ENGL 1010	Expository Writing	3 hours
<i>Prescribed prerequisite: ENGL 1009</i>		
ENGL 1020	Research and Argumentative Writing	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000; prerequisite: ENGL 1010</i>		
COMM 2200	Fundamentals of Communication	3 hours

HISTORY (6 hours - choose two)		
HIST 2010	Survey of United States History I	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
HIST 2020	Survey of United States History II	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
HIST 2030	Tennessee History	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		

HUMANITIES and/or FINE ARTS (9 hours)		
<i>One course must be in literature in order to ensure breadth of knowledge. (Students must complete ENGL 1010 and 1020 prior to taking a literature course.) All courses meeting the literature requirement are denoted with an *. All three courses must have different rubric (course) prefixes.</i>		
ANTH 2210	Introduction to World Prehistory	3 hours
ART 1030	Orientation to Art	3 hours
ART 1910	Art History Survey I	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
ART 1920	Art History Survey II	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
DANC 1000	Dance Appreciation	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
ENGL 2020*	Themes in Literature and Culture	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
ENGL 2030*	The Experience of Literature	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
HIST 1010	Survey of Western Civilization I	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
HIST 1020	Survey of Western Civilization II	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		

HIST 1110	Survey of World Civilization I	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
HIST 1120	Survey of World Civilization II	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
HUM 2610*	Foreign Literature in Translation	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
MUS 1030	Introduction to Music	3 hours
PHIL 1030	Introduction to Philosophy	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
THEA 1030	Theatre Appreciation	3 hours

MATHEMATICS (3 hours)		
<i>Certain majors require specific mathematics courses. Please consult your college advisor for the correct course.</i>		
<i>Math prescribed courses based on placement are the prescribed prerequisites for each of the following MATH courses:</i>		
MATH 1010	Mathematics for General Studies	3 hours
<i>(MATH 1010-K for students placed at this level based on sub-score)</i>		
MATH 1530	Applied Statistics	3 hours
MATH 1630	College Mathematics for Managerial, Social, and Life Sciences	3 hours
MATH 1710	College Algebra	3 hours
<i>(MATH 1710-K for students placed at this level based on sub-score)</i>		
MATH 1720	Plane Trigonometry	3 hours
MATH 1730	Pre-Calculus	4 hours
MATH 1810	Applied Calculus I	3 hours
MATH 1910	Calculus I	4 hours
<i>Prerequisite: Check catalog for other prerequisites</i>		



NATURAL SCIENCES (8 hours)

3-hour class/1-hour lab

Two different, nonsequential courses must be selected for natural science credit and must have different rubric (course) prefixes; at most only the first semester of any two-semester, discipline-specific sequence may count for General Education natural science credit.

Lecture and Lab = 4 hours (choose two)

ASTR 1030/1031 Exploring the Universe 4 hours
Prescribed prerequisites: READ 1000; Math prescribed courses

BIOL 1030/1031
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

BIOL 1110/1111 General Biology 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

BIOL 2010/2011 Human Anatomy and Physiology I 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

BIOL 2020/2021 Human Anatomy and Physiology II 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

CHEM 1010/1011 Introductory General Chemistry I 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

CHEM 1030/1031 Chemistry for Consumers 4 hours
Prescribed prerequisite: READ 1000

CHEM 1110/1111 General Chemistry I 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

CHEM/PHYS 1130/1131* Contemporary Issues in Science 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

GEOL 1030/1031 Introduction to Earth Science 4 hours
Prescribed prerequisites: ENGL 1009 and READ 1000

GEOL 1040/1041 Physical Geology 4 hours
Prescribed prerequisites: ENGL 1009 and READ 1000

PHYS 1110 Discovering Physics 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

PHYS 2010/2011 Non-Calculus-Based Physics I 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

PHYS 2110/2111 Calculus-Based Physics I 4 hours
Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

PSCI 1030/1031 Topics in Physical Science 4 hours
Prescribed prerequisite: READ 1000

SOCIAL/BEHAVIORAL SCIENCES (6 hours)

The two courses selected must have different rubric (course) prefixes.

AAS 2100 Introduction to African American Studies 3 hours

ANTH 2010 Cultural Anthropology 3 hours

ECON 2410 Principles of Economics, Macroeconomics 3 hours

Required for Business Majors; Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses

GEOG 2000 Introduction to Regional Geography 3 hours

Prescribed prerequisites: ENGL 1009 and READ 1000

GS 2010 Introduction to Cross-Cultural Studies 3 hours

Prescribed prerequisites: ENGL 1009 and READ 1000

HLTH 1530/1531 Health and Wellness 3 hours

JOUR/EMC/RIM 1020 American Media and Social Institutions 3 hours

PS 1010 Foundations of Government 3 hours

PS 2010** American Government and Politics 3 hours

PSY 1410 General Psychology 3 hours

SOC 1010 Introductory Sociology 3 hours
Prescribed prerequisites: ENGL 1009 and READ 1000

SOC 2010 Social Problems 3 hours
Prescribed prerequisites: ENGL 1009 and READ 1000

WMST 2100*** Introduction to Women's Studies 3 hours
Prescribed prerequisites: ENGL 1009 and READ 1000

* Becomes PSCI 1130/1131 (Fall 2011)

** Becomes PS 1005 (Fall 2011)

*** Becomes WGST 2100 (Fall 2011)



Academic Abbreviations

AAS	African American Studies	EXL	Experiential and Service Learning	MUED	Music Education
ABAS	Agribusiness and Agriscience	EXSC	Exercise Science	MUEN	Music Ensembles
ACA	Academic Success Program	FCSE	Family and Consumer Sciences Education	MUHL	Music History and Literature
ACSI	Actuarial Science	FIN	Finance	MUPD	Music Pedagogy
ACTG	Accounting	FL	Foreign Languages	MUS	Music
ADV	Advertising	FOED	Foundations of Education	MUTH	Music Theory
AERO	Aerospace	FREN	French	NFS	Nutrition and Food Science
ANTH	Anthropology	FRSC	Forensic Science	NURS	Nursing
ARAB	Arabic	GEOG	Geography	ORCO	Organizational Communication
ART	Art	GEOL	Geology	PHED	Physical Education
ASTL	Advanced Studies in Teaching and Learning	GERM	German	PHIL	Philosophy
ASTR	Astronomy	GERO	Gerontology	PHOT	Photography
ATHC	Athletic Coaching	GRAF	Media Design/Graphics	PHYS	Physics
ATHT	Athletic Training	GS	Global Studies	PLEG	Paralegal Studies
BCEN	Business Communication and Entrepreneurship	HEBR	Hebrew	PORT	Portuguese
BIOL	Biology	HHP	Health and Human Performance	PR	Public Relations
BLAW	Business Law	HIST	History	PRSE	Professional Seminar
BUAD	Business Administration	HLTH	Health	PRST	Professional Studies
CDFS	Child Development and Family Studies	HSC	Human Sciences	PS	Political Science
CDIS	Communication Disorders	HUM	Humanities	PSCI	Physical Science
CHEM	Chemistry	IDES	Interior Design	PSY	Psychology
CHIN	Chinese	IED	Industrial Education	QM	Quantitative Methods
CIM	Concrete Industry Management	IMIC	Interdisciplinary Microanalysis and Imaging Center	READ	Reading
CJA	Criminal Justice Administration	INFS	Computer Information Systems	REC	Recreation
CM	Construction Management	ITAL	Italian	RIM	Recording Industry
CMT	Construction Management Technology	JAPN	Japanese	RS	Religious Studies
COED	Cooperative Education	JOUR	Journalism	RUSS	Russian
COMM	Communication (Speech)	KURD	Kurdish	SABR	Study Abroad
COMS	Computational Science	LATN	Latin	SAFE	Safety
COUN	Counseling	LEST	Leadership Studies	SOC	Sociology
CSCI	Computer Science	LIBS	Library Science	SPAN	Spanish
DANC	Dance	LITS	Literacy Studies	SPED	Special Education
DYST	Dyslexic Studies	LSM	Leisure and Sports Management	SPSE	School Personnel Service Education
ECE	Early Childhood Education	MATH	Mathematics	STAT	Statistics
ECON	Economics	MC	Mass Communication	SW	Social Work Education
EESE	Elementary, Early, and Special Education	MES	Middle East Studies	TELC	Education
ELED	Elementary Education	MGMT	Management	THEA	Theatre
EMC	Electronic Media Communication	MKT	Marketing	TRNS	Transportation
ENGL	English	MOBI	Molecular Biosciences	TXMD	Textiles, Merchandising, and Design
EST	Environmental Science and Technology	MRAT	Recording Arts and Technologies	UH	University Honors
ET	Engineering Technology	MS	Military Science	UNIV	University Seminar
		MSE	Mathematic and Science Education	WGST	Women's and Gender Studies
		MUAP	Applied Music	WMST	Women's Studies
				YOED	Youth Education

REGISTRATION WORKSHEET

Name _____ MTSU ID No. _____

User name _____

NOTE: Don't know or remember your user name or password? Access www.mtsu.edu/changepw.

Prepare Summer 2011 Schedule Below

Course	CRN	Hrs.	Days	Time	Bldg.	Room
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1-Full Term - May 16-August 12

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

S1-May Term - May 16-June 4

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

S2-June Term - June 6-July 8

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

S3-July Term - July 11-August 12

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

S4-June/July Term - June 6-August 12

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

R-RODP - June 6-August 12

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

REGISTRATION WORKSHEET

Name _____ MTSU ID No. _____

User name _____

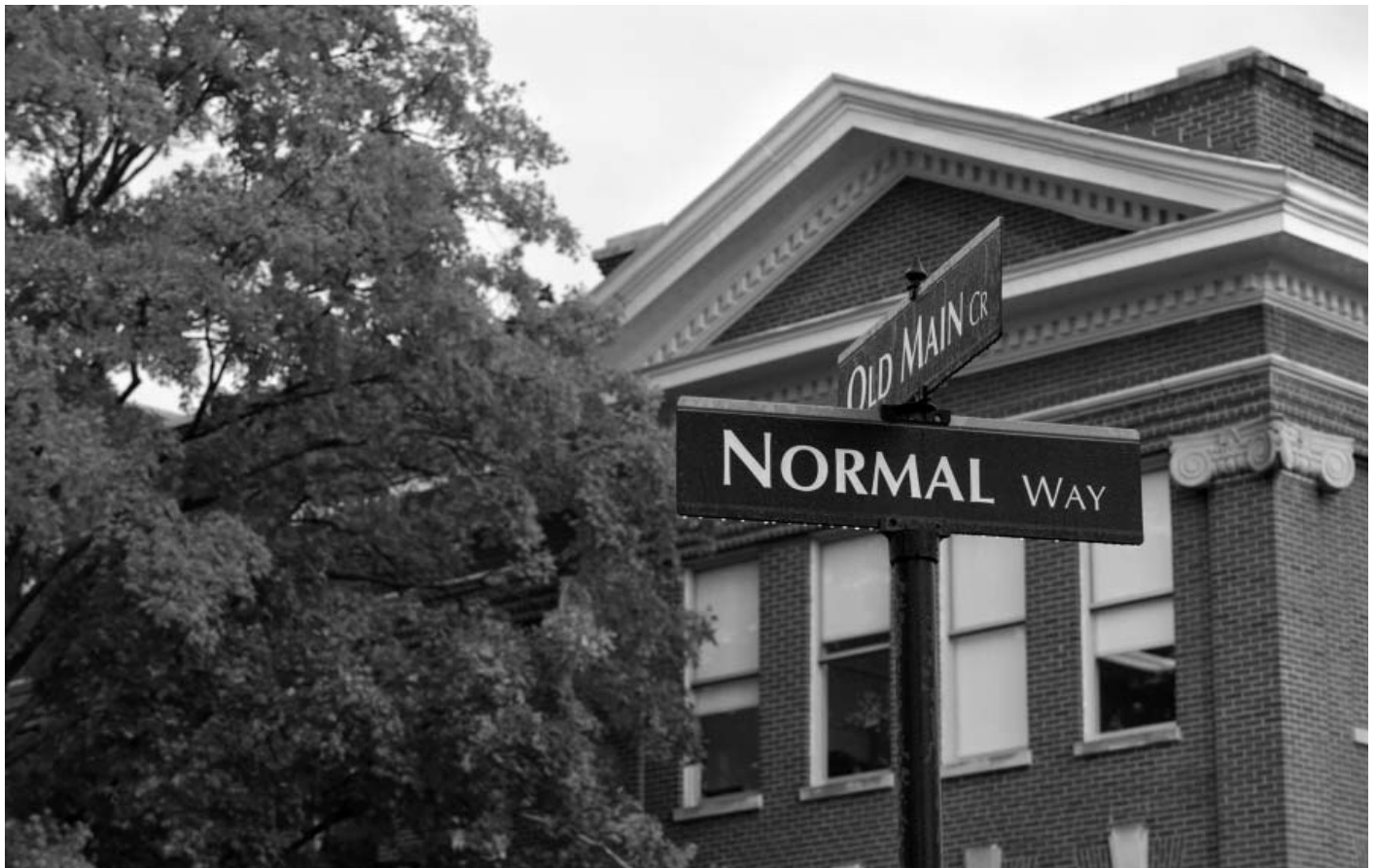
NOTE: Don't know or remember your user name or password? Access www.mtsu.edu/changepw.

Prepare Fall 2011 Schedule Below

Course	CRN	Hrs.	Days	Time	Bldg.	Room
Monday/Wednesday/Friday (MWF)						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Alternate Monday/Wednesday/Friday (MWF)						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Tuesday/Thursday (TR)						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Alternate Tuesday/Thursday (TR)						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Monday/Wednesday (MW)						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Saturday and/or Afternoon/Evening Classes						
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

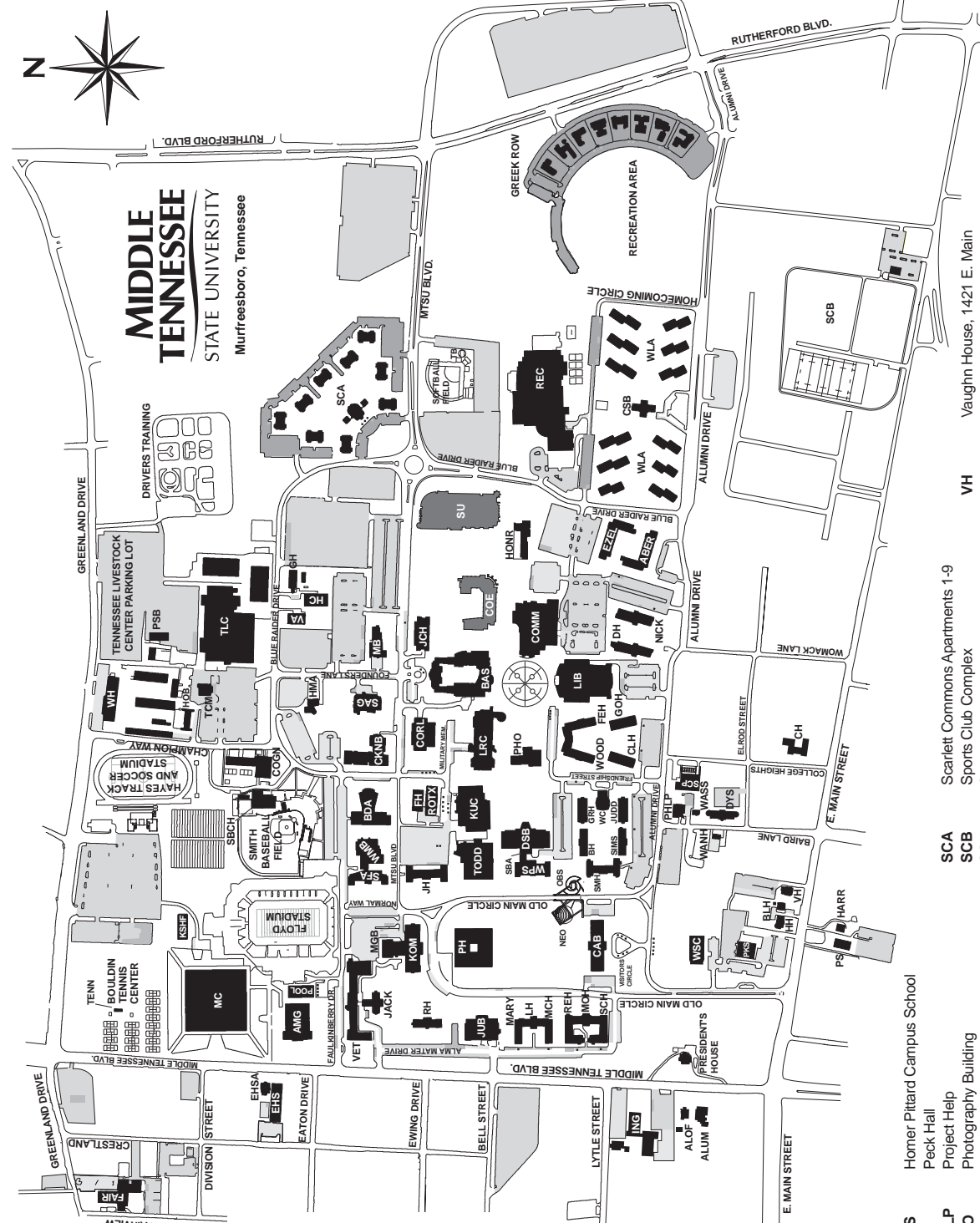
Building Abbreviations

AIR	Airport, Hangar 2	LIB	James E. Walker Library
AMG	Alumni Memorial Gym	LRC	McWherter Learning Resources Center
ATF	Airport Teaching Facility	MB	McFarland Building
AWS	Miller Lanier Airway Science	MC	Murphy Center
BAS	Business and Aerospace Building	MGB	Midgett Building
BDA	Boutwell Dramatic Arts	MOH	Monohan Hall
CAB	Cope Administration Building	MTMC	Middle Tennessee Medical Center
CKNB	Cason-Kennedy Nursing Building	OBSV	Observatory
COE	College of Education building	PCS	Pittard Campus School
COMM	Bragg Mass Communication Building	PH	Peck Hall
DSB	Davis Science Building	PHO	Photography Building
DYS	Center for the Study and Treatment of Dyslexia	POOL	Natatorium
EHS	Ellington Human Sciences	REC	Health, Wellness, and Recreation Center
EHSA	Ellington Human Sciences Annex	ROTX	ROTC Annex
EZEL	Ezell Hall	SAG	Stark Agribusiness and Agriscience Center
FAIR	Fairview Building	SBA	Strobel Biology Annex
FEC	Jean A. Jack Flight Education Center	SFA	Saunders Fine Arts
FEH	Felder Hall	SMD	Sports and Medicine Building
FH	Forrest Hall	SMH	Smith Hall
HC	Horticulture Center	SU	Student Union Building (under construction)
HONR	Paul W. Martin Sr. Honors Building	TBA	See Department Head
HSC	Horse Science Center	TODD	Andrew L. Todd Hall
ING	Sam H. Ingram Building	VA	Vocational Agriculture Building
JCH	Jim Cummings Hall	VET	Voorhies Engineering Technology
JH	Jones Hall	VH	Vaughn House (Diagnostic Center)
JUB	James Union Building	WPS	Wiser-Patten Science Hall
KUC	Keathley University Center	WMB	Wright Music Building
KOM	Kirksey Old Main		



Campus Map Legend

- ABER Abernathy Hall
- ALOF Alumni Office
- ALUM Alumni House
- AMG Alumni Memorial Gym
- BAS Business and Aerospace Building
- BDA Boutwell Dramatic Arts Building
- BH Beasley Hall
- BLH Black House, 1417 E. Main (TCWNHA)
- CAB College Heights Building
- CKNB Cason-Kennedy Nursing Building
- CLH Clement Hall
- COE College of Education Building (under construction)
- COGN Central Utility Plant/Cogeneration Plant
- COMM John Bragg Mass Communication Building
- CORL Corlew Hall
- CSB Central Services Building (Day Care Center)
- DSH Deere Hall
- DYS Tennessee Center for the Study and Treatment of Dyslexia
- EHS Ellington Human Sciences Building
- EHSA Ellington Human Sciences Annex
- EZEL Ezell Hall
- FAIR Fairview Building
- FEH Felder Hall
- FH Forrest Hall
- GH Greenhouse
- GOH Grace Hall
- GRH Gray Hall
- HARR Harrison House, 1416 E. Main (Center for Historic Preservation)
- HC Horticulture Facility
- HH Haynes House, 1411 E. Main
- HMA Housing Maintenance Annex
- HOB Holmes Building (Maintenance Complex)
- HONR Paul W. Martin Sr. Honors Building
- ING Sam H. Ingram Building
- JACK Tom H. Jackson Building
- JCH Jim Cummings Hall
- JH Jones Hall
- JUB James Union Building
- JUDD Judd Hall
- KOM Kirksey Old Main
- KSHF Rose and Emmett Kennon Sports Hall of Fame
- KUC Keathley University Center
- LH Lyon Hall
- LIB James E. Walker Library
- LRC Ned McWhorter Learning Resources Center
- MARY Miss Mary Hall
- MB McFarland Building
- MC Murphy Center
- MCH McHenry Hall
- MGB Midgett Building
- MOH Monohan Hall
- NEO Naked Eye Observatory
- NICK Nicks Hall
- OBS Observatory
- PCS Homer Pittard Campus School
- PH Peck Hall
- PHLP Project Help
- PHO Photography Building
- PKS Parking Services Building, 1403 E. Main
- POOL Natatorium
- PS Public Safety, 1412 E. Main
- PSB Printing Services Building
- REC Health, Wellness, and Recreation Center (Health Services located inside the HWRC)
- REH Reynolds Hall
- RH Rutledge Hall
- ROTX ROTC Annex
- SAG Stark Agribusiness and Agriscience Center
- SBA Strobel Biology Annex
- SBCH Stephen B. Smith Baseball Clubhouse
- SCA Scarlett Commons Apartments 1-9
- SCB Sports Club Complex
- SCH Schardt Hall
- SCP Satellite Chiller Plant
- SFA Saunders Fine Arts Building
- SIMS Sims Hall
- SMH Smith Hall
- SU Student Union Building (under construction)
- TB Telescope Building
- TENN Buck Boudin Tennis Center
- TCM Telecommunications Building
- TLC Tennessee Livestock Center
- TODD Andrew L. Todd Hall
- VA Vocational Agriculture
- VH Vaughn House, 1421 E. Main (Dept. of Criminal Justice Admin.)
- VET Voorhies Engineering Technology
- WANH Wansley House (Internal Audit)
- WASS Wassom House (Budget Office)
- WC Woodmore Cybercafe
- WH Warehouse (Maintenance Complex)
- WLA Warnock Lane Apartments A-L
- WMB Wright Music Building
- WOOD Wood Hall
- WPS Wisner-Patten Science Hall
- NICK Wood-Stegall Center (Development and University Relations)



MIDDLE TENNESSEE STATE UNIVERSITY
Murfreesboro, Tennessee

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What's new for students?

Varicella (Chicken Pox) Vaccine

New state requirement: New, full-time students are required to provide proof of two (2) doses of varicella (chicken pox) vaccine or proof of immunity or documentation of disease history from a health care provider. Full time means 12 credit hours or more for undergraduate students and 9 credit hours or more for graduate students.

Learning Support

Learning Support (prescribed course placement) is changing. ACT/SAT sub-scores will now determine if students need additional testing to determine if placement in prescribed courses is required.

Visit www.mtsu.edu/universitycollege/universitystudies/testing.shtml for more information.

Textbooks

A new textbook link is now on RaiderNet. Students may access information about required textbooks as they plan their schedules.

Transfer Initiative

Beginning Fall 2011 with the Tennessee Board of Regents (TBR) community colleges, there is a new transfer initiative. Universal Transfer Paths have been approved to guarantee transfer of all credit toward degree requirements for any students who complete an associate's degree in one of the approved programs. The TBR will be developing a website with all the details.