

MIDDLE TENNESSEE STATE UNIVERSITY



*Summer/Fall 2014*

# REGISTRATION GUIDE

**Did you know your financial aid may be adjusted or canceled if you don't attend class?**  
(Refer to inside front cover for details.)



**MIDDLE  
TENNESSEE**  
STATE UNIVERSITY



**IT'S TIME**

Priority Registration for Summer/Fall 2014 is April 7-18, 2014.  
(See inside cover for details.)



## **IT'S TIME**

It's Time means that an important time or event is approaching, such as advising, priority registration, or fee payment deadline. Access PipelineMT (RaiderNet tab, Registration link) to view information such as holds, assigned advisor, assigned registration date/time, degree evaluation, fees, etc.

## **CREATE OR CHANGE PIPELINEMT PASSWORD**

For new students who have never accessed their PipelineMT accounts or those who want to change their passwords or have forgotten their passwords:

1. Go to [www.mtsu.edu/pipelinemt](http://www.mtsu.edu/pipelinemt) and select "New User? Click here to retrieve your username and password".
2. Click on STUDENTS and follow instructions.
3. An email with an encrypted link that is valid for one hour will be sent to your personal email address (provided it is not a @mtmail.mtsu.edu or @mtsu.edu address).
4. Select the encrypted link and follow instructions.
5. Your username will be displayed. Students will be prompted to create a password within the parameters given. The initial password is created by the student.
6. A notification of a change to your email will be sent to your MTmail email account as an extra level of security.

## **DID YOU KNOW YOUR FINANCIAL AID MAY BE ADJUSTED OR CANCELLED IF YOU DON'T ATTEND CLASS?**

Financial aid is initially based on your "enrollment" status. Once the semester begins, faculty report students who never attended or who stopped attending. At that point, your financial aid may be adjusted/canceled, and you may be required to repay financial aid (including loans) to MTSU. If this occurs, you will be unable to view your grades, register for a future semester, or obtain an academic transcript until the balance owed is paid in full.

To ensure progression toward your degree and maintain eligibility for financial aid, you should attend all of your classes and make every effort to be academically successful.

### **LACK OF ATTENDANCE CAN CAUSE YOU TO OWE BACK FINANCIAL AID!**

Did you know there is a difference between receiving a grade of "F" for failing a class versus receiving a grade of "FA" for failing a class with an attendance issue? To be in compliance with federal regulations, MTSU added a new failing grade of "FA" to identify students who failed a class and also stopped attending the class. If you fail class(es) and also stop attending class(es), you may be required to pay back financial aid and/or lose future eligibility for financial aid (including Lottery Scholarships and federal student loans).

## **ACADEMIC APPEALS**

Students on academic suspension who wish to return to MTSU in summer 2014 must complete the Academic Appeal form and return it to the MT One Stop (SSAC) no later than 4:00 p.m. on Friday, May 16, 2014. The Academic Appeal committee meets on May 20, 2014. At the May 2014 Academic Appeals committee meeting students may appeal to return for the summer or fall 2014 term. Students waiting to appeal in August 2014 to return in fall 2014 must submit the documentation by 4:00 p.m. August 18, 2014. The Academic Appeal committee will meet on August 20, 2014. For additional information, including the Academic Appeal form, visit [www.mtsu.edu/records/sforms.php](http://www.mtsu.edu/records/sforms.php).

# SUMMER 2014 DATES AT A GLANCE

## Fee-Related Deadlines

April 22	Bills available on RaiderNet. Fee payment and confirmation begins.
<b>Course Selection</b>	<b>Pay Fees/Confirm</b>
April 7 – May 7	May 1, by mail May 7, 4:30 p.m., Business Office/RaiderNet
May 8–16	May 16, 4:30 p.m., Business Office/RaiderNet
May 17–June 6	June 6, 4:30 p.m., Business Office/RaiderNet
June 7–July 9	July 9, 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, or they will be charged for the course.

**A \$100 late fee will be charged to anyone who registers or reregisters on or after the first day of the summer part of term and no other registration for a summer part of term exists.**

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

April 1–18	Teacher, TBR, state, UT, and MTSU employee dependent discount forms (PC 191B) must be turned in at the MT One Stop (SSAC), by April 18 for discounts to be included on the bill. Otherwise, forms <b>MUST</b> be received by the first day of class. Signatures should not be obtained before April 1, 2014.
April 21	TBR, UT, and state employee (PC191A) fee waiver participants register. Turn in form at the MT One Stop (SSAC), by 4:30 p.m. on May 7.
May 5	Deadline to sign up for direct deposit for refunds to be available May 12. Accounts set up after this date will receive refunds after the first week of class.
May 8	Midnight: RaiderNet available for Drop/Add after purge.

## Senior Adult (65 Years Old), Permanently Disabled, and 60-Year-Old (Audit) Fee Waivers

Part of Term Deadline	Class Selection	Waiver/Payment*
1–Full Term	May 12	May 16, 4:30 p.m.
S1–May Term	May 12	May 16, 4:30 p.m.
S2–June Term	June 2	June 6, 4:30 p.m.
S3–July Term	July 7	July 9, 4:30 p.m.
S4–June/July	June 2	June 6, 4:30 p.m.
S5–May/June	May 12	May 16, 4:30 p.m.
R–RODP Term	June 2	June 6, 4:30 p.m.

\*If applicable at the MT One Stop (SSAC) (no late fee).

## Fee Payment and Confirmation of Attendance

For information regarding tuition and fee payment, deferred payment, RAIDER FUNDS, direct deposit, fee waivers and discounts, parent and guest payment, and Perkins and Institutional loan payments, visit the bursar's website: [www.mtsu.edu/bursar/](http://www.mtsu.edu/bursar/).

### Confirmation of Registration for Summer 2014

Based on the timing of grade calculations for the spring term of 2014, students may not be able to confirm registration on May 7, if either of the following applies:

- You are enrolled during the spring semester of 2014 and have a financial aid academic progress status of warning or probation during the spring semester of 2014.
- You are enrolled during the spring semester of 2014 and you have been awarded the lottery.



# Summer 2014 Adding, Dropping, Withdrawing, Fee Adjustment Dates

Part of Term	Last Day to Add or Register Late on RaiderNet	Drop/Add Form or Late Reg Approval Begins	Last Day to Drop Without Grade	Last Day to Drop with Grade "W"*	Last Day for Fee Adj. 100%	Fee Adj. 75%	Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term
1–Full Term May 12–Aug. 8	May 15	May 16	May 22	July 4	May 11	May 22	June 2	18**
S1– May Term May 12– May 30	May 12	May 13	May 13	May 23	May 11	May 13	May 16	4**
S2– June Term June 2– July 3	June 3	June 4	June 5	June 21	June 1	June 5	June 9	8**
S3– July Term July 7–Aug. 8	July 8	July 9	July 10	July 26	July 6	July 10	July 14	8**
S4– June/July Term June 2–Aug. 8	June 4	June 5	June 10	July 12	June 1	June 10	June 18	8**
S5– May/June Term May 12– July 3	May 15	May 16	May 18	June 12	May 11	May 18	May 24	8**
R–RODP Term June 2–Aug. 8	June 5	June 6	June 15	July 12	June 1	June 10	June 18	18**

\*Courses cannot be dropped on RaiderNet after the drop-with-a-W dates have passed.

\*\*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.

Withdrawals from all summer classes may be processed via the Add or Drop page on RaiderNet or in the MT One Stop (SSAC), (615) 898-2339.

**Depending on aid received, a withdrawal at any point in the semester could mean a balance will be owed. Receiving a “fee adjustment” does not necessarily mean you will receive a refund.**

Once the semester begins, tuition exchanges are only allowed for courses dropped and added within the same part of term and with equal credit hours dropped and added on the same day. Courses do not evenly exchange across parts of terms (i.e., 1, R, S1, S2, S3, S4, S5) once the semester begins.

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.

Short courses are courses not meeting for the entire part-of-term and have prorated deadline dates. Students must check in RaiderNet for the memo note regarding prorated drop dates for all short courses. RaiderNet controls drops/refunding based on the date of the part of term only; however, manual adjustments will be made to comply with the prorated dates.

See Course Load and Enrollment Status in the General Information section for more information.

## Financial Aid Refunds

Direct deposit to bank accounts or to the SunTrust reloadable PayCard will be available beginning Monday, May 12, for students enrolled in 1–Full Term, S1–May Term, and S5–May/June.

Students who expect to receive refunds who have not already signed up for either direct deposit or the SunTrust reloadable 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 the SunTrust reloadable PayCard and will be available for students enrolled in:

Parts of Term	Beginning Date
1–Full Term*	May 12
S1–May Term*	May 12
S2–June Term	June 2
S3–July Term	July 7
S4–June/July Term	June 2
S5–May/June Term*	May 12
R–RODP only	June 2

\*NOTE: May 5 is the deadline to sign up for refunds to be available May 12.

# 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](http://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](http://www.mtsu.edu/scholarships).

## **Tennessee Education Lottery Scholarships (TELS).**

The Tennessee Student Assistance Corporation (TSAC) awards TELS. TSAC reserves the right to modify rules and regulations without prior notification. For information about initial and continuing eligibility requirements, visit the MTSU website at [www.mtsu.edu/scholarships/telsprogram\\_scholarships.php](http://www.mtsu.edu/scholarships/telsprogram_scholarships.php). For additional information, visit the TSAC website at [www.collegepaystn.com](http://www.collegepaystn.com).

## Financial Aid Adjustment Deadlines

**July 10** Financial aid may be adjusted due to adding or dropping classes as of July 10, 2014 (includes all parts of term for the summer, i.e., 1-Full Term, S1-May Term, S2-June Term, S3-July Term, S4-June/July Term, S5-May/June Term, and R-RODP.)

- If you drop a class before or on July 10, you may owe a balance to MTSU.
- Adding summer courses after July 10 WILL NOT increase financial aid eligibility.

Financial Aid will be adjusted based on attendance as reported by the instructor. Official last date of attendance (for students who have not officially withdrawn) will be determined by the instructor.

If you drop a class before the Part of Term start date and/or your instructor reports that you never attended or stopped attending your class(es), your financial aid may be reduced or canceled. This may result in you owing a balance to MTSU for 2014 Summer. If aid is reduced or canceled, 2014 fall aid may be used to repay up to \$200 of the balance owed to MTSU.

**DROPPING OR WITHDRAWING FROM CLASSES?** Contact the MT One Stop (615) 898-2339 before dropping classes or withdrawing from all classes! Depending on enrollment, financial aid may be prorated when you drop classes or withdraw from all classes. This means that your financial aid may be reduced or canceled resulting in you owing a balance to MTSU for 2014 Summer. If aid is reduced or canceled, 2014 fall aid may be used to repay up to \$200 of the balance owed to MTSU.

## Important Financial Aid Deadline Dates for Summer 2014

June 30	Deadline to complete 2013-2014 Free Application for Federal Student Aid (FAFSA) to apply for 2014 summer aid. (The federal processor must have received your application by this date.)
July 31	Deadline to apply for student Stafford or Parent PLUS Loans for 2014 summer term.

# SUMMER 2014 CALENDAR

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

## May 12–August 8

May 26	Memorial Day, University Closed
July 4	Independence Day, University Closed
August 7	Final Exams for classes meeting M–R
August 8	Final Exams for classes meeting M–F
August 11	Submission of grades deadline, 9 a.m.

**Summer May Term** (Part of Term S1) 3 weeks

## May 12–30

May 26	Memorial Day, University Closed
May 30	Final Exams
June 2	Submission of grades deadline, 9 a.m.

**Summer June Term** (Part of Term S2) 5 weeks

## June 2–July 3

July 3	Final Exams
July 7	Submission of grades deadline, 9 a.m.

**Summer July Term** (Part of Term S3) 5 weeks

## July 7–August 8

August 7	Final Exams for classes meeting M–R
August 8	Final Exams for classes meeting M–F
August 11	Submission of grades deadline, 9 a.m.

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

## June 2–August 8

July 4	Independence Day, University Closed
August 7	Final Exams for classes meeting M–R
August 8	Final Exams for classes meeting M–F
August 11	Submission of grades deadline, 9 a.m.

**Summer May/June Term** (Part of Term S5) 8 weeks

## May 12–July 3

May 26	Memorial Day, University Closed
July 3	Final Exams
July 7	Submission of grades deadline, 9 a.m.

**Summer RODP Term** (Part of Term R) 10 weeks

## June 2–August 8

July 4	Independence Day, University Closed
August 1-8	Final Exams
August 10	Submission of grades deadline, at RODP, 6 p.m.

## Important Dates

<b>April 7-18</b>	Summer 2014 Priority Registration
<b>April 11</b>	Last day for undergraduate students to file intent-to-graduate and upper-division forms for December 2014 graduation
<b>April 15</b>	Completed packets for summer 2014 graduate assistantship due in College of Graduate Studies
<b>April 21</b>	New summer freshman (after advising), new summer transfer (after advising), transient, and special undergraduate students may register; RODP majors may register after completing online orientation.
<b>April 29</b>	Parking permits begin being 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.
<b>May 16</b>	Undergraduate academic appeal for summer or fall 2014 due by 4:00 p.m. in MT One Stop (SSAC)
<b>May 20</b>	Undergraduate Academic Appeal Committee meets in Peck Hall
<b>May 21</b>	Undergraduate academic appeal decisions available on RaiderNet by noon
<b>May 26</b>	Memorial Day, University Closed
<b>May 27</b>	Spring 2014 graduate academic suspension appeal application due by 4:00 p.m.
<b>May 28</b>	Graduate academic suspension appeal hearings
<b>June 2</b>	Last day for undergraduate students to file intent-to-graduate and upper-division forms for May 2015 graduation Last day for graduate students to file intent-to-graduate forms for August 2014 graduation
<b>June 21</b>	Written doctoral qualifying exams begin
<b>June 27</b>	Last day for filing theses and dissertations for August 2014 graduation
<b>June 28</b>	Written master's and specialist's comprehensive exams begin
<b>July 4</b>	Independence Day, University Closed
<b>August 5</b>	Comprehensive examination results due in College of Graduate Studies
<b>August 7</b>	Last day to withdraw from the University (all classes) and receive a "W" or "F" as determined by the instructor Last day to remove "I" grades for students graduating in August 2014
<b>August 9</b>	Commencement
<b>August 11</b>	Deadline for final grades by 9:00 a.m.
<b>August 25–29</b>	Diploma pickup for students who completed degree requirements

# FALL 2014 DATES AT A GLANCE

## Fee-Related Deadlines

July 22 Bills available on RaiderNet. Fee payment and confirmation begins.

### Course Selection Pay Fees/Confirm

April 7–Aug 19 Course Selection/Pay Fees/Confirm  
Aug. 11, by mail  
Aug. 19, 4:30 p.m., Business Office  
Aug. 19, 6:00 p.m., RaiderNet

Aug. 20–Sep 2 Sep. 2, 4:30 p.m., Business Office  
Sep. 2, 6:00 p.m., RaiderNet

### Do not mail payment!

Sep. 2 Students must prepay in Business Office before being allowed to register late, beginning this date.

**A \$100 late fee will be charged to anyone who registers or reregisters on or after August 25.**

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

July 1–18 Teacher, TBR, state, UT, and MTSU employee dependent discount forms (PC 191B) must be turned in at the MT One Stop (SSAC), by July 18 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, 2014.

July 28 TBR, UT, and state employee (PC191A) fee waiver participants register. Turn in form at the MT One Stop (SSAC), by 4:30 p.m. on August 19.

Aug. 15 Deadline to sign up for direct deposit for refunds to be available August 25-29. Accounts set up after this date will receive refunds after the first week of class.

Aug. 20 Midnight: RaiderNet available for Drop/Add after purge.

Aug. 25-Sep. 2 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 MT One Stop (SSAC), by 4:30 p.m., Sep. 2.

Sep. 30 Second installment payment due.

Oct. 31 Third installment payment due.

## 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 website: [www.mtsu.edu/bursar/](http://www.mtsu.edu/bursar/).



# Fall 2014 Adding, Dropping, Withdrawing, Fee Adjustment Dates

Part of Term	Last Day to Add or Register Late on RaiderNet	Drop/Add Form or Late Reg. Approval Begins	Last Day to Drop Without Grade	Last Day to Drop with Grade W*	Last Day for Fee Adj. 100%	Fee Adj. 75%	Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term
1–Full Term Aug. 25–Dec. 11	Aug. 31	Sept. 1	Sept. 7	Oct. 29	Aug. 24	Sept. 7	Sept. 20	18
A1–Accelerated 1 Aug. 25–Oct. 17	Aug. 26	Aug. 27	Aug. 31	Sept. 26	Aug. 24	Aug. 31	Sept. 7	9
A2–Accelerated 2 Oct. 20–Dec. 11	Oct. 21	Oct. 22	Oct. 26	Nov. 20	Oct. 19	Oct. 26	Nov. 1	9
R–RODP Term Aug. 25–Dec. 10	Aug. 31	Sept. 1	Sept. 7	Oct. 29	Aug. 24	Sept. 7	Sept. 20	18
RA1–RODP Accelerated 1 Aug. 25–Oct. 10	Aug. 26	Aug. 27	Sept. 7	Sept. 22	Aug. 24	Aug. 30	Sept. 5	9
RA2–RODP Accelerated 2 Oct. 20–Dec. 10	Oct. 21	Oct. 22	Nov. 2	Nov. 20	Oct. 19	Oct. 26	Nov. 1	9

\*Courses cannot be dropped on RaiderNet after the drop-with-a-W dates have passed.

**Depending on aid received, a withdrawal at any point in the semester could mean a balance will be owed. Receiving a “fee adjustment” does not necessarily mean you will receive a refund.**

Once the semester begins, tuition exchanges are only allowed for courses dropped and added within the same part of term and with equal credit hours dropped and added on the same day. Courses do not evenly exchange across parts of terms (i.e., 1, A1, A2, R, RA1, RA2) once the semester begins.

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.

Short courses are courses not meeting for the entire part-of-term and have prorated deadline dates. Students must check in RaiderNet for the memo note regarding prorated drop dates for all short courses. RaiderNet controls drops/refunding based on the date of the full term only.





## Financial Aid Adjustment Deadlines

<b>Part of Term</b>	<b>*Financial aid may be adjusted due to adding, dropping, or withdrawing from all classes as of the **census date (May owe a balance to MTSU)</b>	<b>*Financial aid may be prorated due to dropping classes or withdrawing from all classes (May owe a balance to MTSU)</b>	<b>*Earn 100% of financial aid even if classes are dropped or you withdraw from all classes</b>
1–Full Term Aug. 25–Dec. 11	September 7**	<b>August 25–October 28</b> (Enrolled in full term or RODP term classes only)	<b>October 29–December 11</b> (Enrolled in full term or RODP term classes only)
A1–Accelerated 1 Aug. 25–Oct. 17  RA1–RODP Accelerated 1 Aug. 25–Oct. 10	September 7**	Depends on enrollment. Contact MT One Stop (SSAC).	Depends on enrollment. Contact MT One Stop (SSAC).
A2–Accelerated 2 Oct. 20–Dec. 11  RA2–RODP Accelerated 2 Oct. 20–Dec. 10	September 7**	Depends on enrollment. Contact MT One Stop (SSAC).	Depends on enrollment. Contact MT One Stop (SSAC).
R–RODP Term Aug. 25–Dec. 10	September 7**	<b>August 25–October 28</b> (Enrolled in full term or RODP term classes only)	<b>October 29–December 11</b> (Enrolled in full term or RODP term classes only)

\*Financial aid will be adjusted based on attendance as reported by the faculty. Official last date of attendance (for students who have not officially withdrawn) will be determined by the instructor. Faculty begin reporting nonattendance on the first day of classes and continue reporting nonattendance throughout the semester.

\*\***NOTE:** Lottery Scholarship recipients cannot change enrollment status after this date and retain the scholarship. Federal financial aid may be adjusted for the fall semester based on the number of hours enrolled as of September 7. This includes all parts of the term, i.e., 1-Full Term, A1-Accelerated 1 part of term, A2-Accelerated 2 part of term, RA1–RODP Accelerated 1 part of term, and RA2–RODP Accelerated 2 part of term. Adding courses after September 7 WILL NOT increase financial aid eligibility. However, if you drop a class before the start date and/or your instructor reports that you never attended or stopped attending your class(es), your financial aid may be reduced or canceled. This may result in you owing a balance to MTSU.

## Deadline Dates to Apply for Scholarships

<b>Refer to <a href="http://www.mtsu.edu/scholarships/index.php">www.mtsu.edu/scholarships/index.php</a> for more information and application procedures.</b>	
December 1	2015-2016 scholarship deadline for incoming freshmen, academic scholarships, and Buchanan Fellowship

## Deadline Date to Apply for Loans for Fall 2014

December 1	Deadline to apply for student Stafford or Parent PLUS Loans for 2014 fall semester
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# FALL 2014 CALENDAR

## April, 2014

- April 7-18 Fall 2014 Priority Registration
- April 11 Last day for undergraduate students to file intent-to-graduate and upper-division forms for December 2014 graduation
- April 21 New transfers (after advising) and new RODP majors (after completing online orientation) may register
- April 28 Transients and special undergraduates eligible to register

## May, 2014

- May 16 New transfer orientation (CUSTOMS)
- May 21-22 New freshmen orientation (CUSTOMS)
- May 26 Memorial Day Holiday, University Closed
- May 29-30 New freshmen orientation (CUSTOMS)

## June, 2014

- June 1 College of Graduate Studies priority application submission date for fall 2014
- June 3-4 New freshmen orientation (CUSTOMS)
- June 6 New transfer orientation (CUSTOMS)
- June 10-11 New freshmen orientation (CUSTOMS)
- June 17 New transfer orientation (CUSTOMS)
- June 20-21 New freshmen orientation (CUSTOMS)
- June 24-25 New freshmen orientation (CUSTOMS)

## July, 2014

- July 4 Holiday, University Closed
- July 8-9 New freshmen orientation (CUSTOMS)
- July 11-12 New freshmen orientation (CUSTOMS)
- July 15 Completed packets for fall 2014 graduate assistantship contract due in College of Graduate Studies
- July 17-18 New freshmen orientation (CUSTOMS)
- July 22-23 New freshmen orientation (CUSTOMS)
- July 24 Parking permits may be obtained after fees paid
- July 25 New transfer orientation (CUSTOMS)
- July 29-30 New freshmen orientation (CUSTOMS)

## August, 2014

- August 5 Freshmen (who did not attend CUSTOMS) eligible to register after advising
- August 6 New transfer orientation (CUSTOMS)
- August 12 New transfer orientation (CUSTOMS)
- August 18-22 College of Graduate Studies and departmental graduate assistantship orientations
- August 18 Undergraduate academic appeal for Fall 2014 due by 4:00 p.m. in MT One Stop (SSAC)
- Undergraduate International Student Orientation
- Graduate academic appeal applications from summer term due in the College of Graduate Studies by 4:00 p.m.
- August 19 Graduate academic suspension appeal hearings
- August 20 Undergraduate Academic Appeal Committee meets in Business and Aerospace Building
- August 21 Undergraduate academic appeal decisions available on RaiderNet by noon
- August 22 Last day of Placement Testing
- August 25 Classes begin

## September, 2014

- September 1 Labor Day Holiday, University Closed
- September 8 Last day for graduate students to file intent-to-graduate forms for December 2014 graduation

## October, 2014

- October 1 College of Graduate Studies priority application submission dates for spring 2015 admission
- October 11 Written doctoral qualifying exams begin
- October 11-14 Fall Break, No Classes
- Midterm exams should be scheduled either before students leave for break or soon after their return
- October 18 Written master's and specialist's comprehensive exams begin
- October 31 Last day for filing theses and dissertations for December 2014 graduation

## November, 2014

- November 10-21 Spring 2015 Priority Registration on RaiderNet
- November 15 Completed packets for spring 2015 graduate assistantship due in College of Graduate Studies
- November 21 Deadline for undergraduate students to file intent-to-graduate forms for August 2015 graduation
- November 22 Comprehensive exam results due back to College of Graduate Studies
- Spring 2015 CUSTOMS
- November 26-29 Thanksgiving Holiday, (University Closed Nov. 27-29)

## December, 2014

- December 3 Last day to withdraw from the University (all classes) and receive a "W" or "F" as determined by the instructor
- Last Day of Classes
- December 4 Study Day, No Classes
- December 5 Last day to remove "I" grades for graduate students graduating in December 2014
- December 5-11 Final Examinations
- December 11 Last day to remove "I" grades for undergraduate students graduating in December 2014
- December 13 **Commencement Morning Ceremony:** Colleges of Graduate Studies, Basic and Applied Sciences, Business, and Education
- Afternoon Ceremony:** Behavioral and Health Sciences, Liberal Arts, Mass Communication, and University College
- December 15 Deadline for final grades, 9:00 a.m.

## January, 2015

- January 7 Undergraduate academic appeal forms due by 4:00 p.m. in the MT One Stop (SSAC) for spring 2015
- January 9 Undergraduate academic appeal committee meets in Business and Aerospace Building and results are available by 4:30 p.m.
- January 12-16 Diploma pickup for students who completed degree requirements

# ADVISING AT MTSU

Academic advising is recommended each semester to ensure that you stay on track for graduation. Please contact your academic advisor to review your progress, work out a schedule of classes, obtain program updates/changes, and seek help in making academic decisions. Getting advised early will allow you to register on time for summer and fall 2014 classes.

## Required Advising for Undergraduate Students

Advising is required for all new freshmen and new transfer students before registration.

All currently enrolled undergraduate students with less than 30 hours earned are required to be advised by their faculty college/UAC advisor as appropriate. Other majors or minors may have required advising as determined by the college's advising plan before registration is permitted.

Other populations may have additional advising requirements.

- Any student with a prescribed course requirement must be advised by a college advisor if major is declared or in the Undeclared Advising Center (UAC) if major is undeclared or one of the new meta majors, until all requirements are completed.
- All preprofessional students must be advised by their preprofessional advisor.
- All undeclared students are required to see their UAC advisor.

**A hold will appear on your account preventing priority registration if advising has not been completed.**

## 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. Select a term and submit. (Make sure you select the correct term.)
3. Click on **Assigned Advisor(s)**.
4. See all assigned advisor(s) including office locations, emails, and phone numbers.
5. If no assigned advisor, contact department of your major.

## How to Find Your Assigned Registration Time

1. Log in to PipelineMT, select the RaiderNet tab, the **Student** tab, and then **Registration**.
2. Select a term and submit.
3. Select **Assigned Registration Time** to view your day and time to register.

Registration date/time assignments are determined by the number of earned credit hours. Currently enrolled hours are not included.

## How to Confirm Tuition/Fees or Pay on RaiderNet

(Confirm/Pay should not be confused with confirming/accepting financial aid.)

**NOTE: Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadlines.** Beginning April 22 for summer 2014 and July 22 for fall 2014, you may confirm you will attend MTSU 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 term you are confirming.
5. Your account balance summary and account details for the term will be displayed.
6. **To confirm**, click "**Yes, I will attend...**" 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 that should cover your total bill.
8. **To pay**, select **Continue**.
9. Select **View Account Activity**, or select **Make a Payment**.
10. Follow payment directions.

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

## 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. Course Search: If you know the course number, select View Sections.  
**Advanced Search:** To select all subjects, select the first subject, hold down the shift key, and select the 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 using the Advanced Search option, leave remaining fields at their default settings and click **Section Search**.
6. If the class requires a corequisite, click on the **Display Corequisites** link at the bottom of the page. Once selected, search options are available to narrow results, if desired. The courses are listed in alphabetical order by subject, and labs or other corequisites are listed below the lecture/class to which they correspond.

## How to Register (Add or Drop Classes)

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 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, 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**.

## Course Prerequisites, Restrictions, and Corequisites

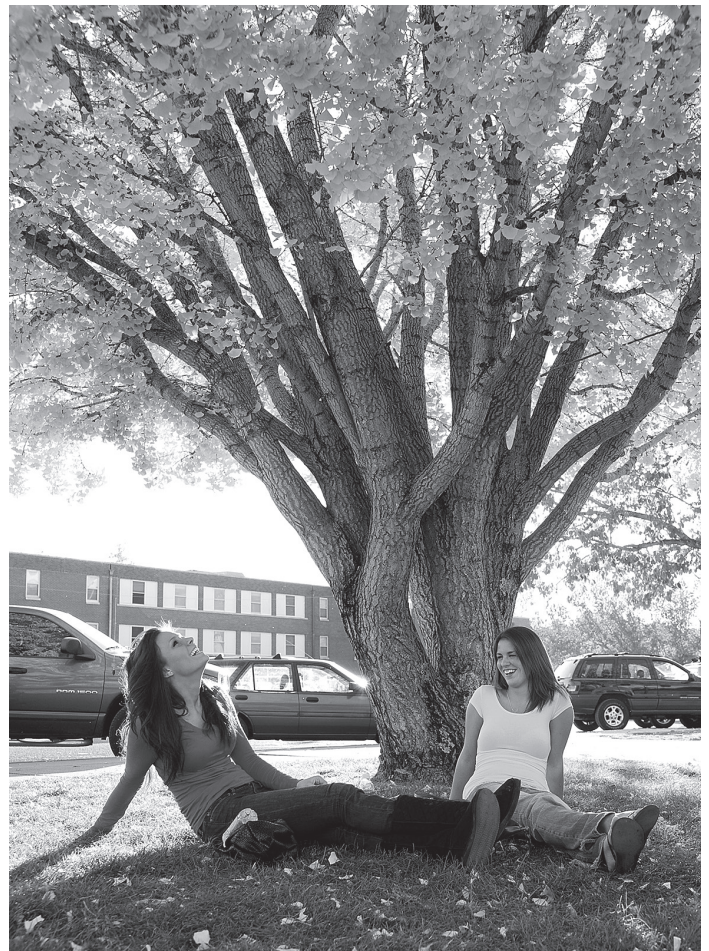
Some course sections require prerequisites or departmental permission before registration. If prerequisite exception is being requested or departmental permission is needed, contact the academic department for permission/permit; if a permit is issued by the department then the student must access RaiderNet to 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. You may also access **Display Corequisites** from the **Registration** menu.

## To View Your 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 PipelineMT tab), but they do appear immediately on RaiderNet. Please use your schedule under RaiderNet for official information.



# GENERAL INFORMATION

## Academic Progress Report

Academic Progress Report is a system used by faculty to report academic progress and midterm grades. The Academic Progress Report will reflect feedback from your professor that could include an in-progress grade at the time of the report or other comments. An email notification is sent to the student when an Academic Progress Report is posted. Details related to the report can be accessed in RaiderNet by selecting the **Student** tab, then the **Student Records** and **Academic Progress Report** links. Please note that reports may contain concerns or simply a summary of progress to date, which could be satisfactory or unsatisfactory.

## Academic Standing and Grades

It is the student's responsibility to be aware of grades and academic standing. For details, see [catalog.mtsu.edu](http://catalog.mtsu.edu), Academic Policies and Procedures, Academic Standing (Retention Standards and Grades).

**Undergraduate Students.** If a student is placed on probation, the student must attain a 2.00 GPA in the next term or increase the overall combined GPA to one of the following retention standards:

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

A student on academic probation who does not meet either the current term GPA or overall combined GPA during the next term enrolled will be suspended. **Students previously suspended are not eligible for probationary status.**

If a transfer or reenrolling student is admitted on probation or has been previously suspended from any school, the retention standards must be met each semester or suspension will occur.

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.php](http://www.mtsu.edu/graduate/student/regulations/suspension.php)

## Auditing

Any request to change from credit to audit or audit to credit must be processed by the last day to add a class without permission; after that time, instructor and chair permission is required. 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 go to the MT One Stop (SSAC) or call (615) 898-2339.

## Catalogs (Online)

MTSU's undergraduate and graduate catalogs are online and searchable at [catalog.mtsu.edu](http://catalog.mtsu.edu). Prospective or currently enrolled students can view offerings by using the search-by-keyword feature at the top left of the screen or by clicking on links on the left side of the screen. The **Majors A–Z** and **Minors A–Z** links provide complete major and minor listings, and academic maps (four-year plans of study) are available at the **Academic Maps** link. Information about general education, admissions, expenses/tuition and financial aid, degree requirements, policies and procedures, and graduation can be easily located.

Students can save their own catalogs under **My MT Catalog** by creating a login and saving any section of the catalog such as courses, program information, or policies and procedures. Courses and programs can be added or deleted then saved for easy access.

## Change of Address or Name

Students should immediately update addresses, names, or other information if it changes. Select the RaiderNet tab and click the Personal Information tab to review and correct addresses, phone numbers, email 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 names on RaiderNet** because documentation will be needed. **Students cannot update permanent addresses on RaiderNet** because the permanent address serves several purposes and must be monitored. Use the change of address form at [www.mtsu.edu/records/addr.php](http://www.mtsu.edu/records/addr.php) or go to the MT One Stop. A permanent address change request that conflicts with residency might require documentation. It is the student's responsibility to inform instructors and/or advisors of name changes that occur during the semester.

For additional information:  
[www.mtsu.edu/records/policies.php](http://www.mtsu.edu/records/policies.php)

## Change of Major/Program, Undergraduate

Many students make the decision to change their majors/programs during their undergraduate careers. 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 Undeclared Advising Center, in KUC 322.

In RaiderNet select the Registration link to access the Change of Major form. Requests for change of major will be processed for the current term and email confirmations will be sent. Once requests are processed, students can see their new majors and run up-to-date degree evaluations.

## Change of Program, Graduate

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 before registration for the upcoming term. This process ensures that students' 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. Students should not attend classes for which they are not officially registered.

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, even though some faculty may not check attendance in a conventional manner.

**Faculty begin reporting nonattendance starting on the first day of classes and will continue reporting nonattendance throughout the semester.**

## Class Cancellations and Changes

The University reserves the right to cancel any class when the number of students enrolled is deemed insufficient and the academic departments will notify students, via MTmail. See [catalog.mtsu.edu](http://catalog.mtsu.edu), Academic Policies and Procedures, Cancellation of Scheduled Classes. It may be necessary for modifications to be made in locations and teachers listed for courses. The most up-to-date information may be found on RaiderNet.

**NOTE:** Students receiving financial aid or veterans benefits are encouraged to contact the appropriate office (MT One Stop (SSAC), Veterans Affairs) to determine if their aid will be affected.

## Class Cancellations Due to Weather

Check the university home page at [www.mtsu.edu](http://www.mtsu.edu), call the news line at (615) 904-8215, or check your campus email. The MTSU Critical Notification System sends emails and can also deliver text messages about weather closures. To add a mobile number or manage your account, go to [www.mtsu.edu/alert4u](http://www.mtsu.edu/alert4u), and click on **Manage MTSU Critical Notification System (RaveAlert) Account** ([www.getrave.com/login/mtsu](http://www.getrave.com/login/mtsu)). If MTSU classes are canceled, the announcement will apply to all classes, credit and noncredit. 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).

For additional information: [www.mtsu.edu/policies/pdfs/AccessToEducationalRecords.pdf](http://www.mtsu.edu/policies/pdfs/AccessToEducationalRecords.pdf)

If you have questions concerning the provisions of this act, please feel free to contact the Registrar's Office at (615) 898-5814.

## Course Load and Enrollment Status

A student's enrollment status is determined by the number of credit hours taken per term. For details on undergraduate, see [catalog.mtsu.edu](http://catalog.mtsu.edu), Academic Policies and Procedures, Semester Hour Load of Student. For details on graduate, see [catalog.mtsu.edu/index.php?catoid=12](http://catalog.mtsu.edu/index.php?catoid=12), Academic Regulations, Semester Hour Load of Student.



## Critical Notification

The critical notification system is used to send text, email, and/or voice alerts to those in the system. The system will be used only when circumstances pose a threat of imminent danger and/or when it is vital to contact members of the campus community as quickly as possible to take some kind of action, such as purge of a student's courses if the student has not completed the registration/fee payment confirmation.

## Degree Evaluation

Degree evaluation for undergraduate students is available on RaiderNet. Select Student, Student Record or 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 selecting catalog, major, concentration, and/or minors. Select the **Entry Term** that is the term of the catalog under which you will be graduating; select a **Program**; select the major in the **First Major** box and click on **Add More** if there is a concentration; select **Concentration** one, if applicable. Click on **Add More** to add minors; select up to two minors in the **First Minor and Second Minor** boxes; and click on **Submit**. The 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 credits or grades added after the original results date will not be reflected.

## Distance Education Courses

For assistance, please call (615) 898-5332 or (615) 898-5611 or visit [www.mtsu.edu/uc](http://www.mtsu.edu/uc).

Some MTSU online courses require an override (department permission) to register. Request a permit at [www.mtsu.edu/universitycollege/distance/pod.php](http://www.mtsu.edu/universitycollege/distance/pod.php).

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](http://www.mtsu.edu/form).

## Drop/Add/Late Registration Policy

Refer to page 2 for adding, dropping, late registration, and withdrawal deadlines. Students who wish to add a class after the deadline to add should refer to [www.mtsu.edu/records/reg.php](http://www.mtsu.edu/records/reg.php) to access the Late Drop/Add/Registration Form.

Students who stop attending but do not officially drop or withdraw will receive a grade of FA, which may impact financial aid and scholarships, including lottery and loans. Students will be allowed to drop or add courses provided they do so within the course drop/add period.

**NOTE:** The drop dates for courses that meet for a shorter period than the normal term beginning and ending dates will be prorated based upon the course drop dates for the full term.

Student-athletes must obtain permission from the Student-Athlete Enhancement Center before adjusting their class schedules.

International students should obtain permission from the International Affairs Office.

## Email

To help protect your privacy, MTSU will communicate with you using the MTmail email account given to you during your admission to the University. Faculty may also communicate with you through your D2L email account. It is your responsibility to check your MTSU email accounts, read email sent to you, and respond using these accounts. Use your MTmail for communication to and from faculty/University offices.

## Enrollment Verification

Enrollment verification is available through PipelineMT. You can find instructions on how to obtain an enrollment verification certificate at [www.mtsu.edu/records/verform.php](http://www.mtsu.edu/records/verform.php).

## Graduation Information

Graduation information such as ceremony dates, instructions, caps and gowns, etc., can be found at [www.mtsu.edu/records/grad.php](http://www.mtsu.edu/records/grad.php).

## 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 campus computer labs and residence halls, attend campus events and purchase extra tickets, receive student health services, and pay for food via student meal and budget plans. It can also be used as a debit card on campus. The MTSU BlueID Office is open Monday–Friday from 8:00 a.m. to 4:30 p.m. in JUB 306.

IDs are also available in the Evening School Office. For hours and location, please visit [www.mtsu.edu/eveningschool](http://www.mtsu.edu/eveningschool).

## Immunization Requirements

Please visit the following link for information on immunization requirements from the State of Tennessee: [www.mtsu.edu/healthservices/Immunizations.php](http://www.mtsu.edu/healthservices/Immunizations.php).

## Information Technology Help Desk

The Information Technology Help Desk is staffed seven days a week when classes are in session (except University holidays). Experienced personnel can answer hardware, software, password, and other computing questions. Contact the Help Desk at (615) 898-5345 or email [help@mtsu.edu](mailto:help@mtsu.edu).

## Parking Permits

All motor vehicles operated on campus must be registered with the Parking and Transportation Services Office. Each 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/confirmed.** Permits are issued at the Parking and Transportation Services Office at 1403 E. Main Street, in the rear of the building. Students must bring their license plate number and a photo ID with them to receive their parking permits. For more information, refer to the Traffic and Parking Regulations booklet or visit [www.mtsu.edu/parking](http://www.mtsu.edu/parking).

Permits are also available in the Evening School Office. For office hours and location, please visit [www.mtsu.edu/eveningschool](http://www.mtsu.edu/eveningschool).

## 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 University Studies. A student desiring to drop a course must contact University Studies by calling (615) 898-2568 or visiting PH 202 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 accessing the University Studies webpage at [mtsu.edu/university-studies/](http://mtsu.edu/university-studies/).

## University Withdrawals

If a student wishes to drop an individual course, the drop may be completed via RaiderNet until the withdrawal deadline (refer to dates on 2 and 6). After the withdrawal deadline, a student may drop an individual course only by submitting a signed Drop Form to the MT One Stop.

If students have extenuating circumstances and need to withdraw after the withdrawal deadline (e.g. medical, death in family, etc.), they should email, fax or bring appropriate documentation to substantiate the extenuating circumstances to the Withdrawal Office in the MT One Stop (SSAC). MTSU does not have a medical withdrawal. All withdrawals are based on documentation and the date of the extenuating circumstance. For all retroactive withdrawals, requests within one year of the end of that term will be considered only if the student presents acceptable documentation of extenuating circumstances.

## Veterans

**Certification of Benefits.** For returning veterans and those currently serving in the military, the certification process at MTSU is online. Go online to MTSU's PipelineMT and click on RaiderNet, then look for the Veteran tab. Students who have served in the military but no longer receive benefits may be eligible for other benefits; submit a copy of the DD214 to KUC 128, Veteran Affairs, to inquire about eligibility.

New freshmen and new transfer students should contact the Veteran Affairs Office to start the benefit process at [mtsveterans@mtsu.edu](mailto:mtsveterans@mtsu.edu), or call (615) 898-2601 or 5040.

For more information go to [www.mtsu.edu/records/vets.php](http://www.mtsu.edu/records/vets.php).



# GENERAL EDUCATION REQUIREMENTS

[www.mtsu.edu/gen\\_ed/](http://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 been placed into prescribed courses based on University Placement Test Scores. For example, math test scores could place students in MATH 1000K and MATH 1010K/1530K/1710K or just MATH 1010K/1530K/1710K. See your college advisor or the Undeclared Advising Center for details.

Courses with lecture/lab (i.e., sciences or HLTH 1530/1531) are corequisite courses. Both CRNs must be entered before clicking submit when registering in RaiderNet.

## COMMUNICATION (9 hours)

*English Composition (6 hours) and 3 hours in English oral/presentational communication*

<b>ENGL 1010</b>	Expository Writing	3 hours
Prescribed prerequisite: ENGL 1009		
<b>ENGL 1020</b>	Research and Argumentative Writing	3 hours
Prescribed prerequisites: READ 1000; ENGL 1010		
<b>COMM 2200</b>	Fundamentals of Communication	3 hours

## HISTORY (6 hours - choose two)

<b>HIST 2010</b>	Survey of United States History I	3 hours
Prescribed prerequisites: ENGL 1009 and READ 1000		
<b>HIST 2020</b>	Survey of United States History II	3 hours
Prescribed prerequisites: ENGL 1009 and READ 1000		
<b>HIST 2030</b>	Tennessee History	3 hours
Prescribed prerequisites: ENGL 1009 and READ 1000		

## HUMANITIES and/or FINE ARTS (9 hours)

*One course must be in literature in order to ensure breadth of knowledge. (Students must complete ENGL 1010 and 1020 before taking a literature course.) All courses meeting the literature requirement are denoted with an asterisk.*

**All three courses must have different rubric (course) prefixes.**

<b>ANTH 2210</b>	Introduction to World Prehistory	3 hours
<b>ART 1030</b>	Art Appreciation	3 hours
<b>ART 1920</b>	Survey of Western Art I	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>DANC 1000</b>	Dance Appreciation	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>ENGL 2020*</b>	Themes in Literature and Culture	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>ENGL 2030*</b>	The Experience of Literature	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>HIST 1010</b>	Survey of Western Civilization I	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>HIST 1020</b>	Survey of Western Civilization II	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>HIST 1110</b>	Survey of World Civilization I	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>HIST 1120</b>	Survey of World Civilization II	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>HUM 2610*</b>	Foreign Literature in Translation	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>MUS 1030</b>	Introduction to Music	3 hours
<b>PHIL 1030</b>	Introduction to Philosophy	3 hours
<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>		
<b>THEA 1030</b>	Theatre Appreciation	3 hours



**MATHEMATICS (3 hours)**

Certain majors require specific mathematics courses. Please consult your advisor for the correct course.

<b>MATH 1010</b>	Mathematics for General Studies	3 hours
	<i>(MATH 1010-K for students based on placement testing)</i>	
<b>MATH 1530</b>	Applied Statistics	3 hours
	<i>(MATH 1530-K for students based on placement testing)</i>	
<b>MATH 1630</b>	College Mathematics for Managerial, Social, and Life Sciences	3 hours
<b>MATH 1710</b>	College Algebra	3 hours
	<i>(MATH 1710-K for students based on placement testing)</i>	
<b>MATH 1720</b>	Plane Trigonometry	3 hours
<b>MATH 1730</b>	Pre-Calculus	4 hours
<b>MATH 1810</b>	Applied Calculus I	3 hours
<b>MATH 1910</b>	Calculus I	4 hours

*Prerequisite: Check catalog for other prerequisites*

**SOCIAL/BEHAVIORAL SCIENCES (6 hours)**

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

<b>AAS 2100</b>	Introduction to African American Studies	3 hours
<b>ANTH 2010</b>	Cultural Anthropology	3 hours
<b>ECON 2410</b>	Principles of Economics, Macroeconomics	3 hours
	<i>Required for Business Majors; Prescribed prerequisites: ENGL 1009, READ 1000, Math prescribed courses</i>	
<b>GEOG 2000</b>	Introduction to Regional Geography	3 hours
	<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>	
<b>GS 2010</b>	Introduction to Cross-Cultural Studies	3 hours
	<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>	
<b>HLTH 1530/1531</b>	Health and Wellness	3 hours
<b>JOUR/EMC/RIM 1020</b>	American Media and Social Institutions	3 hours
<b>PS 1005</b>	American Government and Politics	3 hours
<b>PS 1010</b>	Foundations of Government	3 hours
<b>PSY 1410</b>	General Psychology	3 hours
	<i>Prescribed prerequisites: READ 1000</i>	
<b>RS 2030</b>	Religion and Society	3 hours
<b>SOC 1010</b>	Introductory Sociology	3 hours
	<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>	
<b>SOC 2010</b>	Social Problems	3 hours
	<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>	
<b>WGST 2100</b>	Introduction to Women's Studies	3 hours
	<i>Prescribed prerequisites: ENGL 1009 and READ 1000</i>	

**NATURAL SCIENCES (8 hours)**

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*

**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*

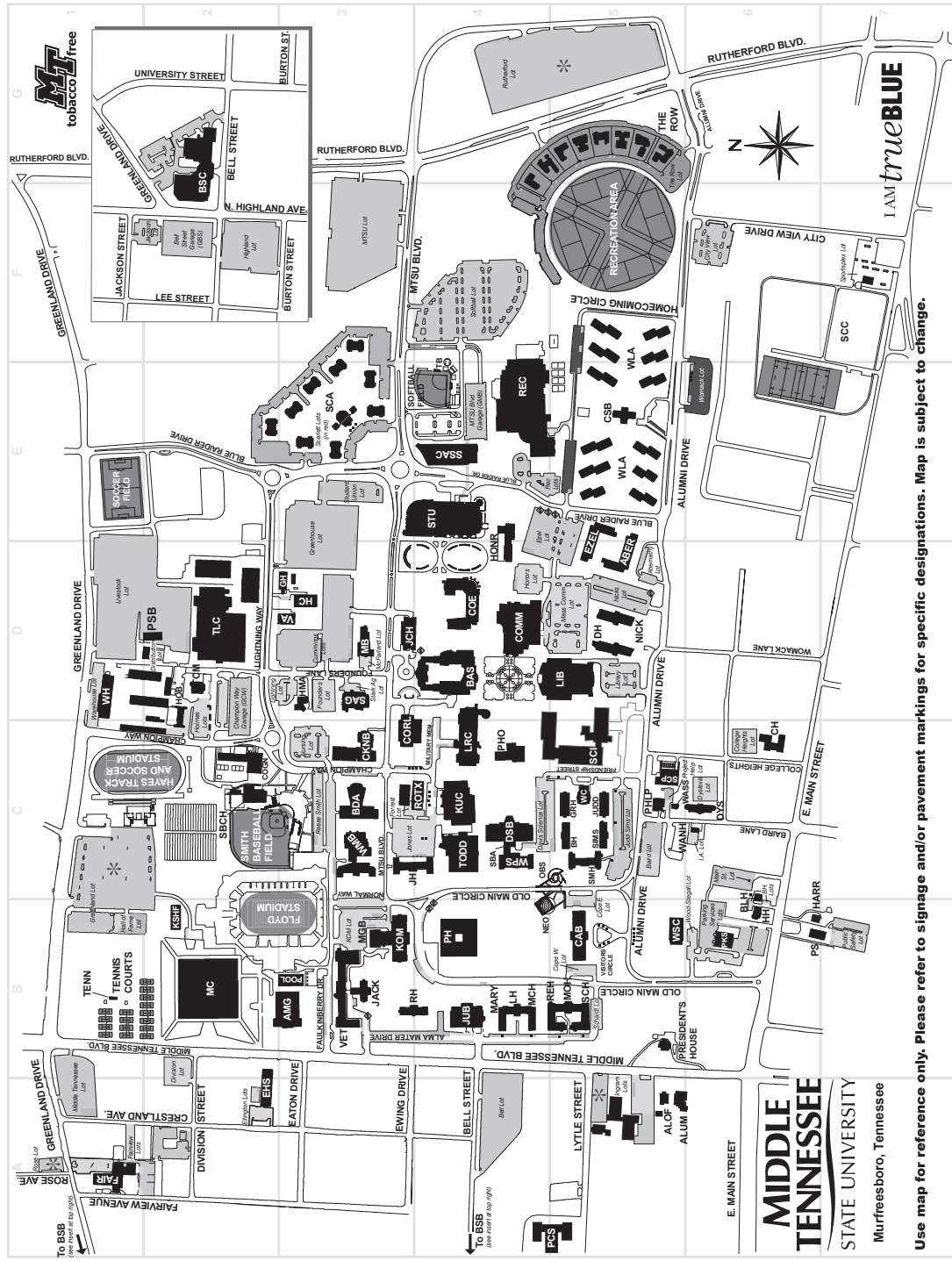
**PSCI 1030/1031** Topics in Physical Science 4 hours  
*Prescribed prerequisite: READ 1000*

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

# MTSU Campus Map

Campus Map Legend (addresses shown are for location only, NOT mailing)

- ABER Abemathy Hall, 1719 Alumni Drive, D5
- ALOF Alumni Office, 2263 Middle Tennessee Boulevard, A5
- ALUM Alumni House, 2259 Middle Tennessee Boulevard, A5
- AMC Alumni Memorial Gym, 2610 Middle Tennessee Boulevard, B3
- AMG Business and Aerospace Building, 1642 MTSU Boulevard, D4
- BAS Boutwell Dramatic Arts Building, 615 Champion Way, C3
- BDA Beasley Hall, 323 Friendship Street, C5
- BH TCWNHA (Black House), 1417 East Main Street, C6
- BSB Bell Street Building, 503-509 Bell Street, (See inset at top right)
- CAB Cope Administration Building, 315 Visitor's Circle, B5
- CH College Heights Building, 1607 East Main Street, C6
- CKNB Cason-Kennedy Nursing Building, 610 Champion Way, C3
- COE College of Education Building, 1756 MTSU Boulevard, D4
- COGN Central Utility Plant/Cogeneration Plant, 729 Champion Way, C2
- COMM John Bragg Mass Communication Building, 1735 Blue Raider Drive, D4
- CORL Corlew Hall, 1634 MTSU Boulevard, C3
- CSB Central Services Building (Day Care Center), 1835 Alumni Drive, E5
- DB Deere Hall, 1619 Alumni Drive, D5
- DSB Davis Science Building, 422 Old Main Circle, C4
- DYS Tennessee Center for the Study and Treatment of Dyslexia, 200 North Baird Lane, C6
- EHS Ellington Human Sciences Building, 2623 Middle Tennessee Boulevard, A2
- EZEL Ezell Hall, 1727 Blue Raider Drive, D5
- FAIR Fairview Building, 820 Fairview Avenue, A1
- FH Forest Hall, 543 Champion Way, C3
- GH Greenhouse, 1724 Lightning Way, D3
- GRH Crazy Hall, 321 Friendship Street, C5
- HARR Center for Historic Preservation (Harrison House), 1416 East Main Street, B6
- HC Horticulture Facility, 1714 Lightning Way, D3
- HH Haynes House, 1411 East Main Street, B6
- HMA Housing Maintenance Annex, D3
- HOB Holmes Building (Maintenance Complex), 836 Champion Way, D2
- ING Sam H. Ingram Building, 2269 Middle Tennessee Boulevard, A5
- JACK Paul W. Martin Sr. Honors Building, 1737 Blue Raider Drive, D4
- JACK Tom H. Jackson Building, 628 Alma Mater Drive, B3
- JCH Jim Cummings Hall, 1744 MTSU Boulevard, D3
- JH Jones Hall, 624 Old Main Circle, C3
- JUB James Union Building, 516 Alma Mater Drive, B4
- JUDD Judd Hall, 217 Friendship Street, C5
- KOM Kiskey Old Main, 612 Old Main Circle, B3
- KSHF Emmet and Rose Kemom Sports Hall of Fame, 1320 Greenland Drive, B2
- KUC Keathley University Center, 1524 Military Memorial, C4
- LH Lyon Hall, 414 Alma Mater Drive, B4
- LIB James E. Walker Library, 1611 Alumni Drive, D5
- LRC Ned McWhorter Learning Resources Center, 1558 Military Memorial, C4
- MARY Miss Mary Hall, 414 Alma Mater Drive, B4
- MB McFarland Building, 654 Founder's Lane, D3
- MC Murphy Center, 2650 Middle Tennessee Boulevard, B2
- MCH McHenry Hall, 414 Alma Mater Drive, B4
- MGB Midgett Building, 612 Old Main Circle, B3
- MOH Monohan Hall, 312 Alma Mater Drive, B5
- NICK Naked Eye Observatory, 346 Old Main Circle, B4
- NICK Nicks Hall, 1715 Alumni Drive, D5
- OBS Observatory, 346 Old Main Circle, C5
- PCS Homer Pitard Campus School, 923 East Lytle Street, A4



**MIDDLE TENNESSEE STATE UNIVERSITY**  
Murfreesboro, Tennessee

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

- PH Peck Hall, 537 Old Main Circle, B4
- PHLP Project Help, 206 North Baird Lane, C5
- PFO Photography Building, 431 Friendship Street, C4
- POOL Parking Services Building, 1403 East Main Street, B6
- PS Natatorium, 1319 Faulkner Drive, B3
- PS Public Safety, 1412 East Main Street, B6
- PSB Printing Services Building, 1736 Greenland Drive, D2
- REC Health, Wellness, and Recreation Center (Health Services located inside the HWRC), 1848 Blue Raider Drive, E4
- REH Reynolds Hall, 312 Alma Mater Drive, B5
- RH Rutledge Hall, 526 Alma Mater Drive, B3
- ROTX ROTC Annex, 531 Champion Way, C4
- SAG Stark Agribusiness and Agriscience Center, 651 Founder's Lane, D3
- SBA Strobel Biology Annex, 422 Old Main Circle, C4
- SBH Peck Hall, 537 Old Main Circle, B4
- SCA Project Help, 206 North Baird Lane, C5
- SCC Photography Building, 431 Friendship Street, C4
- SCH Parking Services Building, 1403 East Main Street, B6
- SCI Natatorium, 1319 Faulkner Drive, B3
- SCP Public Safety, 1412 East Main Street, B6
- SFA Printing Services Building, 1736 Greenland Drive, D2
- SMH Health, Wellness, and Recreation Center (Health Services located inside the HWRC), 1848 Blue Raider Drive, E4
- SSAC Reynolds Hall, 312 Alma Mater Drive, B5
- STU Rutledge Hall, 526 Alma Mater Drive, B3
- TB ROTC Annex, 531 Champion Way, C4
- TENN Stark Agribusiness and Agriscience Center, 651 Founder's Lane, D3
- TENN Strobel Biology Annex, 422 Old Main Circle, C4
- TCM Stephen B. Smith Baseball Clubhouse, 641 Champion Way, C2
- TLC Scarlett Commons Apartments 1-9, 1858 MTSU Boulevard, E3
- TODD Sports Club Complex, 2111 East Main Street, E7
- VA Scharff Hall, 312 Alma Mater Drive, B5
- VET Science Building, 440 Friendship Street, C5
- WANH Satellite Chiller Plant, 215 College Heights, C5
- WASS Saunders Fine Arts Building, 629 Normal Way, C3
- WC Sins Hall, 215 Friendship Street, C5
- WH Smith Hall, 318 Old Main Circle, C5
- WLA Student Services and Admissions Center, 1860 Blue Raider Drive, E4
- WMB Student Union Building, 1768 MTSU Boulevard, E4
- WPS Telescope Building, 1852 MTSU Boulevard, F4
- WSC Buck Bouldin Tennis Center, 1210 Greenland Drive, B1
- TCM Telecommunications Building, 732 Champion Way, D2
- TLC Tennessee Livestock Center, 1720 Greenland Drive, D2
- TODD Andrew L. Todd Hall, 542 Old Main Circle, C4
- VA Vocational Agriculture, 1704 Lightning Way, D3
- VET Voothes Engineering Technology, 1212 Faulkner Drive, B3
- WANH Internal Audit (Wansley House), 209 North Baird Lane, C5
- WASS Budget Office (Wasson House), 204 North Baird Lane, C5
- WC Woodmore Cybercare, 319 Friendship Street, C5
- WH Warehouse (Maintenance Complex), 1672 Greenland Drive, D1
- WLA Womack Lane Apartments A-L, 1815 Alumni Drive, E5
- WMB Wright Music Building, 1439 Faulkner Drive, C3
- WPS Wisner-Patten Science Hall, 422 Old Main Circle, C4
- WSC Wood-Steigall Center (Development and University Relations), 120 Old Main Circle, B5

# DID YOU KNOW?

## Eligibility Verification for Entitlements Act (EVEA)

Tennessee Eligibility Verification for Entitlements Act (EVEA), requires proof of U.S. citizenship or lawful presence to receive state benefits for all new or re-enrolling students.

The term “state benefits” includes items such as in-state tuition, lottery scholarship, academic scholarship, academic common market, or any other form of tuition assistance or waivers funded with state-appropriated dollars. State benefits do not include tuition assistance funded privately or a privately endowed scholarship.

For a complete list of documents and more details about the Eligibility Verification for Entitlements Act, please visit the website at [www.mtsu.edu/admissn/evea.php](http://www.mtsu.edu/admissn/evea.php).

**If eligible and wishing to receive state benefits and not planning on completing a FAFSA, documentation can be emailed as an attachment (Undergraduate Students: [evea@mtsu.edu](mailto:evea@mtsu.edu) or Graduate Students: [graduate@mtsu.edu](mailto:graduate@mtsu.edu)) using a smartphone or scanner, mailed, faxed or hand delivered. Please include your MTSU ID (M#).**

## Tutoring Available

As part of Quest for Success, an initiative to help students succeed in their academic goals, students are encouraged to utilize tutoring that is available. Please visit [www.mtsu.edu/studentsuccess](http://www.mtsu.edu/studentsuccess) for more information.

## General Education Tests are Required for Summer and Fall 2014 Graduating Seniors

Access [www.mtsu.edu/countest/test/gened\\_countest.php](http://www.mtsu.edu/countest/test/gened_countest.php) for general education test information.

## Major Field Tests are Required for Fall 2014 Graduating Seniors

Access [www.mtsu.edu/countest/test/majfield\\_countest.php](http://www.mtsu.edu/countest/test/majfield_countest.php) for major field test information.

