

REGISTRATION GUIDE

Summer/Fall 2019

MIDDLE TENNESSEE STATE UNIVERSITY

I AM *true*
BLUE

Priority Registration for Summer/Fall 2019
is April 1–12, 2019

**MIDDLE
TENNESSEE**
STATE UNIVERSITY.

DID YOU KNOW YOUR FINANCIAL AID MAY BE ADJUSTED OR CANCELED 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 by the census date. 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 uses a 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).

WHAT IS COURSE PROGRAM OF STUDY (CPOS) AND WHY IS IT IMPORTANT?

Students may only receive federal financial aid for coursework that counts toward unmet requirements in their officially declared program of study. Dropping or not attending can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at mtsu.edu/cpos. To view which of your registered courses are eligible degree requirements for federal aid, go to PipelineMT, the **Registration & Student Records** menu, and the **Coursework Toward Program of Study** link.

2019–2020 FAFSA AVAILABLE SINCE OCTOBER 1, 2018

The 2019–20 FAFSA can be completed online at fafsa.gov. It will be used to determine financial aid eligibility for Fall 2019 through Summer 2020 for various federal, state, and institutional programs. The 2019–20 FAFSA income information is based on prior-prior year (2017) rather than prior year (2018), which eliminates the need to estimate tax information. The 2019–20 MTSU FAFSA filing priority date was Feb. 1, 2019, to be considered for maximum financial aid assistance.

MTSU MOBILE APP

MTSU Mobile is a free smartphone application available on both iOS and Android devices. Among its many features, students can see their class schedule and grades, view their Academic Progress Report (which includes midterm grades), and use the Schedule Planner to create a future term schedule prior to registering on PipelineMT. The Schedule Planner (available in PipelineMT or in the MTSU Mobile App) helps you build the class schedule best suited to you. Download the MTSU Mobile App on your smartphone.

ACADEMIC APPEALS

Undergraduate students on academic suspension who wish to return to MTSU in Summer 2019 must complete the Academic Appeal form and return it to MT One Stop no later than 4:00 p.m. on Monday, May 13, 2019. The Academic Appeals Committee meets on Wednesday, May 15, 2019. At the May 2019 Academic Appeals committee meeting students may appeal to return for Summer (parts of term S2, S3, S4, or R) or Fall 2019. Students waiting to appeal in August 2019 to return in Fall 2019 must submit the documentation by 4:00 p.m. on Monday, August 19, 2019. The Academic Appeals Committee will meet on Wednesday, August 21, 2019. For additional information, including the Academic Appeal form, visit mtsu.edu/academicstanding. Graduate students on academic suspension will be sent an email from the College of Graduate Studies via their MTMail account with instructions on how to appeal their suspensions.

SUMMER 2019 DATES AT A GLANCE

Fee-Related Deadlines

April 16 Bills available on PipelineMT. Fee payment and confirmation begins.

Course Selection	Pay Fees/Confirm
April 1–May 8*	May 1, by mail
	May 8, 4:30 p.m., Business Office/PipelineMT
May 9–17*	May 17, 4:30 p.m., Business Office/PipelineMT
May 18–June 6*	June 6, 4:30 p.m., Business Office/PipelineMT
June 7–July 10*	July 10, 4:30 p.m., Business Office/PipelineMT

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

Courses added after students have made a payment or confirmed for any part of the summer term 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/graded 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.

April 1–15 Teacher, TBR/LGI (TN Locally Governed Institutions), state, UT, and MTSU employee dependent discount forms must be turned in at the MT One Stop (SSAC), 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, 2019.

April 15 TBR/LGI, UT, and state employee fee waiver participants register. Turn in form at the MT One Stop (SSAC), by 4:30 p.m. on May 8.

All 65-year-old and 60-year-old (audit) participants and all permanently disabled participants may obtain form and submit required support documentation at MT One Stop and register.

May 6 Deadline to sign up for direct deposit for refunds to be available May 13. Accounts set up after this date will receive refunds after the first week of class.

May 9 12:01 a.m.: PipelineMT available for Drop/Add after purge.

Fee Payment and Confirmation of Attendance

For information regarding tuition and fee payment, installment payment plans, RAIDER FUND\$, direct deposit, fee waivers and discounts, parent and guest payment, and Perkins and Institutional loan payments, visit the MT One Stop website: mtsu.edu/tuition.

Confirmation of Attendance for Summer 2019

Based on the timing of grade calculations for Spring 2019, students may not be able to confirm attendance on May 8, if either of the following applies:

- You are enrolled for Spring 2019 and have a financial aid academic progress status of warning or probation during Spring 2019.
- You are enrolled for Spring 2019 and you have been awarded the lottery scholarship for Spring 2019.



Summer 2019 Adding, Dropping, Withdrawing, Fee Adjustment Dates

Part of Term	Last Day to Add or Register Late on PipelineMT	Last Day to Drop Without Grade	Last Day to Drop with W Grade*	Last Day for Fee Adj. 100%	Last Day for Fee Adj. 75%	Last Day for Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term
1-Full Term May 13–Aug. 9	May 16	May 23	July 5	May 12	May 23	June 3	18**
S1-May Term May 13–May 31	May 13	May 14	May 24	May 12	May 14	May 17	4**
S2-June Term June 3–July 5	June 4	June 6	June 22	June 2	June 6	June 10	8**
S3-July Term July 8–Aug. 9	July 9	July 11	July 27	July 7	July 11	July 15	8**
S4-June/July Term June 3–Aug. 9	June 5	June 11	July 13	June 2	June 11	June 19	8**
S5-May/June Term May 13–July 5	May 16	May 19	June 14	May 12	May 19	May 26	8**
R-TN eCampus Term May 28–Aug. 2	May 31	June 10	July 7	May 27	June 5	June 13	18**

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

**The suggested maximum credit hour load per part of term is listed for undergraduates; however, the total of all parts of term cannot exceed the maximum for the full summer term. Withdrawals from all summer classes may be processed via the Add or Drop Classes page on PipelineMT or at MT One Stop (SSAC), withdraw@mtsu.edu.

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.

TN eCampus courses are charged at a different per-hour rate and are charged separately from MTSU courses. TN eCampus 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 PipelineMT for the memo note regarding prorated drop dates for all short courses. PipelineMT controls drops/fee adjustments based on the dates of the parts of term only.

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.



FINANCIAL AID

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

Academic/Other Scholarships. Scholarship criteria for incoming freshmen, currently enrolled students, transfer students, etc., may be obtained online at 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 mtsu.edu/financial-aid/scholarships/tels.php. For additional information, visit the TSAC website at tn.gov/collegepays.

The Cost of Attendance used for the awarding of financial aid and the disbursement of federal aid is based upon your enrollment in courses applying toward your declared program of study (CPoS). For additional information, visit the CPoS website at mtsu.edu/cpos.

Financial Aid Adjustment Deadlines

July 11 Financial aid may be adjusted due to adding or dropping classes as of July 11, 2019 (includes all parts of term for the summer: 1-Full Term, S1-May Term, S2-June Term, S3-July Term, S4-June/July Term, S5-May/June Term, and R-TN eCampus Term.)

- If you drop a class before or on July 11, you may owe a balance to MTSU.
- Adding summer courses after July 11 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 based on an academically related activity or the midpoint of the term if unknown.

Note: 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 Summer 2019. If aid is canceled or reduced, Fall 2019 aid may be used to repay up to \$200 of this amount.

Important Financial Aid Deadline Dates for Summer 2019

June 30	Deadline to complete 2018–19 Free Application for Federal Student Aid (FAFSA) to apply for 2019 summer aid. (The federal processor must have received your application by this date.)
August 2	Deadline to apply for federal student Stafford or Parent PLUS Loans for 2019 summer term.



SUMMER 2019 CALENDAR

Full Term (Part of Term 1) 13 weeks

May 13–August 9

May 27

Memorial Day, University Closed

July 4

Independence Day, University Closed

August 8

Final Exams for classes meeting M–R

August 9

Final Exams for classes meeting M–F

August 12

Submission of grades deadline, 9:00 a.m.

May Term (Part of Term S1) 3 weeks

May 13–31

May 27

Memorial Day, University Closed

May 31

Final Exams

June 6

Submission of grades deadline, 9:00 a.m.

June Term (Part of Term S2) 5 weeks

June 3–July 5

July 3

Final Exams for classes meeting M–R

July 4

Independence Day, University Closed

July 5

Final Exams for class meeting M–F

July 8

Submission of grades deadline, 9:00 a.m.

July Term (Part of Term S3) 5 weeks

July 8–August 9

August 8

Final Exams for classes meeting M–R

August 9

Final Exams for classes meeting M–F

August 12

Submission of grades deadline, 9:00 a.m.

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

June 3–August 9

July 4

Independence Day, University Closed

August 8

Final Exams for classes meeting M–R

August 9

Final Exams for classes meeting M–F

August 12

Submission of grades deadline, 9:00 a.m.

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

May 13–July 5

May 27

Memorial Day, University Closed

July 3

Final Exams for classes meeting M–R

July 4

Independence Day, University Closed

July 5

Final Exams for classes meeting M–F

July 8

Submission of grades deadline, 9:00 a.m.

TN eCampus Term (Part of Term R) 10 weeks

May 28–August 2

July 4

Independence Day, University Closed

July 29–August 2

Final Exams

August 5

Submission of grades deadline, at TN eCampus, 8:00 a.m.



SUMMER 2019 IMPORTANT DATES

April 1–12

Summer 2019 Priority Registration

April 13

Completed packets for Summer 2019 and continuing Fall 2019 graduate assistantships due in College of Graduate Studies

April 15

Last day for undergraduate students to file intent to graduate and upper-division forms for **Fall 2019** graduation

April 16

New Summer freshman (after advising), new Summer transfer (after advising), transient, and undergraduate special students eligible to register; Professional Studies/Integrated Studies majors eligible to register after completing online orientation.

April 23

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.

May 13

Undergraduate academic appeal for Summer or Fall 2019 due by 4:00 p.m. in MT One Stop (SSAC)

May 15

Undergraduate Academic Appeal Committee meets at 9:00 a.m.

May 16

Undergraduate academic appeal decisions available on PipelineMT by 9:00 a.m.

May 27

Memorial Day, University Closed

June 3

Last day for undergraduate students to file intent-to-graduate and upper-division forms for **Spring 2020** graduation

Last day for graduate students to file intent-to-graduate forms for **Summer 2019** graduation

June 16

Written doctoral qualifying exams begin

June 21

Written master's and specialist's comprehensive exams begin

June 28

Last day for filing theses and dissertations for Summer 2019 graduation. Those submitted after this date will not be eligible for Summer 2019 graduation without an extension that must be requested.

July 4

Independence Day, University Closed

July 12

Last day to submit late summer theses/dissertations for Summer 2019 graduation with approved extension. Students submitting after this date must continue to register until completion.

August 5

Comprehensive examination results due in College of Graduate Studies

August 8

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 graduate students graduating in Summer 2019

August 10

Summer 2019 Commencement for all graduate and undergraduate students. Ceremony will be at 10:00 a.m., Murphy Center.

August 12

Deadline for final grades by 9:00 a.m.



FALL 2019 DATES AT A GLANCE

Fee-Related Deadlines

July 16 Bills available on PipelineMT. Fee payment and confirmation begins.

Course Selection	Pay Fees/Confirm
April 1–Aug. 12*	Aug. 5, by mail
	Aug. 12, 4:30 p.m., Business Office
	Aug. 12, 6:00 p.m., PipelineMT
Aug. 13–Aug. 19**	Aug. 19, 4:30 p.m., Business Office
	Aug. 19, 6:00 p.m., PipelineMT
	Do not mail payment!
Aug. 20–Sept. 1**	Sept. 3, 4:30 p.m., Business Office
	Sept. 3, 6:00 p.m., PipelineMT
	Do not mail payment!
Sept. 3**	Students must prepay in Business Office before being allowed to register late beginning this date.
Sept. 4–Oct. 17** A2 and RA2 terms only	Students registering for only Accelerated 2 courses or TN eCampus Accelerated 2 courses must pay by Oct. 18, 4:30 p.m.

***NOTE:** Class schedules will be held for deletion unless fees are paid or attendance confirmed by the fee payment deadlines above.

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

A \$100 late fee will be charged to anyone who registers or reregisters on or after Aug. 26.

July 1–Aug 26 Teacher, TBR/LGI (TN Locally Governed Institutions), state, UT, and MTSU employee dependent discount forms must be turned in at the MT One Stop (SSAC), by the first day of class. Signatures should not be obtained before July 1, 2019.

July 29 TBR/LGI, UT, and state employee fee waiver participants register. Turn in form at MT One Stop (SSAC) by 4:30 p.m. on Aug. 19.

All 65-year-old and 60-year-old (audit) participants and all permanently disabled participants may obtain form and submit required support documentation at MT One Stop and register.

- Aug. 16 Deadline to sign up for direct deposit for refunds to be available Aug. 26–29. Accounts set up after this date will receive refunds after the first week of class.
- Aug. 20 12:01 a.m.: PipelineMT available for Drop/Add after purge
- Sept. 30 Second installment payment due
- Oct. 31 Third installment payment due
- Nov. 30 Fourth installment payment due

Fee Payment and Confirmation of Attendance

For information regarding tuition and fee payment, installment payment plans, RAIDER FUND\$, direct deposit, fee waivers and discounts, parent and guest payment, and Perkins and Institutional loan payments, visit the MT One Stop's website: mtsu.edu/tuition/.



Fall 2019 Adding, Dropping, Withdrawing, Fee Adjustment Dates

Part of Term	Last Day to Add or Register Late on PipelineMT	Last Day to Drop Without Grade	Last Day to Drop with W Grade*	Last Day for Fee Adj. 100%	Last Day for Fee Adj. 75%	Last Day for Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term
1-Full Term Aug. 26–Dec. 12	Sept. 1	Sept. 8	Oct. 30	Aug. 25	Sept. 8	Sept. 21	18**
A1-Accelerated 1 Aug. 26–Oct. 11	Aug. 27	Sept. 1	Sept. 23	Aug. 25	Aug. 31	Sept. 6	9**
A2-Accelerated 2 Oct. 16–Dec. 12	Oct. 17	Oct. 22	Nov. 19	Oct. 15	Oct. 22	Oct. 30	9**
R-TN eCampus Full Term Aug. 26–Dec. 11	Sept. 1	Sept. 8	Oct. 30	Aug. 25	Sept. 8	Sept. 21	18**
RA1-TN eCampus Accelerated 1 Aug. 26–Oct. 11	Aug. 27	Sept. 8	Sept. 23	Aug. 25	Aug. 30	Sept. 6	9**
RA2-TN eCampus Accelerated 2 Oct. 16–Dec. 11	Oct. 17	Oct. 29	Nov. 19	Oct. 15	Oct. 19	Oct. 30	9**

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

**The suggested maximum credit hour load per part of term is listed for undergraduates; however, the total of all parts of term cannot exceed the maximum for the full term. Withdrawals from all fall classes may be processed via the Add or Drop Classes page on PipelineMT or at MT One Stop (SSAC), withdraw@mtsu.edu.

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.

TN eCampus courses are charged at a different per-hour rate and are charged separately from MTSU courses. TN eCampus 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 PipelineMT for the memo note regarding prorated drop dates for all short courses. PipelineMT controls drops/fee adjustments based on the dates of the parts of term only.

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.



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 mtsu.edu/financial-aid.

Academic/Other Scholarships. Scholarship criteria for incoming freshmen, currently enrolled students, transfer students, etc., may be obtained online at 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 mtsu.edu/financial-aid/scholarships/tels.php. For additional information, visit the TSAC website at tn.gov/collegepays.

The Cost of Attendance used for the awarding of financial aid and the disbursement of federal aid is based upon your enrollment in courses applying towards your program of study (CPoS). Initial federal financial aid awards are based on the assumption that students will enroll full-time for undergraduate students and half-time for graduate students in the fall and spring semesters, and the awards are then adjusted based on registration in program applicable courses. For additional information, visit the CPoS website at mtsu.edu/cpos.

Financial Aid Adjustment Deadlines

Part of Term	*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)	*Financial aid may be prorated due to dropping classes or withdrawing from all classes (May owe a balance to MTSU)	*Earn 100% of financial aid even if classes are dropped or you withdraw from all classes (May be affected by attendance reporting)
1-Full Term Aug. 26-Dec. 12	Sept. 8**	Aug. 26-Oct. 26 (Enrolled in full term OR full term and TN eCampus full term classes only)	Oct. 27-Dec. 12 (Enrolled in full term OR full term and TN eCampus full term classes only)
R-TN eCampus Full Term Aug. 26-Dec. 11	Sept. 8**	Aug. 26-Oct. 25 (Enrolled in TN eCampus full term classes only)	Oct. 26-Dec. 11 (Enrolled in TN eCampus full term classes only)
A1-Accelerated 1 Term Aug. 26-Oct. 11 RA1-TN eCampus Accelerated 1 Term Aug. 26-Oct. 11	Sept. 8**	Depends on enrollment. Contact MT One Stop (SSAC).	Depends on enrollment. Contact MT One Stop (SSAC).
A2-Accelerated 2 Term Oct. 16-Dec. 12 RA2- TN eCampus Accelerated 2 Term Oct. 16-Dec. 11	Sept. 8**	Depends on enrollment. Contact MT One Stop (SSAC).	Depends on enrollment. Contact MT One Stop (SSAC).

*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 based on an academically-related activity or the midpoint of the semester if unknown.

**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 Sept. 8. This includes all parts of the term, i.e., 1-Full Term, A1-Accelerated 1, A2-Accelerated 2, R-TN eCampus Full Term, RA1-TN eCampus Accelerated 1, and RA2-TN eCampus Accelerated 2. Adding courses after Sept. 8 WILL NOT increase financial aid eligibility. However, if you drop a class before the start date and/or your instructor reports an attendance issue, your financial aid may be reduced or canceled. This may result in you owing a balance to MTSU.

Deadline to Apply for Loans for Fall 2019

Dec. 5, 2019	Deadline to apply for federal student Stafford and Parent PLUS Loans
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FALL 2019 CALENDAR

April 2019

April 1–12

Fall 2019 Priority Registration

April 13

Completed packets for continuing Fall 2019 graduate assistants due in Graduate Studies

April 15

Last day for undergraduate students to file intent-to-graduate and upper-division forms for Fall 2019 graduation

New Professional Studies/Integrated Studies majors (after completing online orientation) may register

Transient and undergraduate special students eligible to register

April 25

New transfer orientation (CUSTOMS)

May 2019

May 11

New transfer orientation (CUSTOMS)

May 16–17

New freshmen orientation (CUSTOMS)

May 21

New transfer orientation (CUSTOMS)

May 23–24

New freshmen orientation (CUSTOMS)

May 27

Memorial Day Holiday, University Closed

May 29–30

New freshmen orientation (CUSTOMS)

June 2019

June 3

Last day for undergraduate students to file intent-to-graduate and upper-division forms for Spring 2020 graduation

June 4–5

New freshmen orientation (CUSTOMS)

June 7

New transfer orientation (CUSTOMS)

June 14–15

New freshmen orientation (CUSTOMS)

June 18

New transfer orientation (CUSTOMS)

June 20–21

New freshmen orientation (CUSTOMS)

June 26–27

New freshmen orientation (CUSTOMS)

July 2019

July 1

Completed packets for new Fall 2019 graduate assistants due in Graduate Studies

July 4

Independence Day, University Closed

July 9–10

New freshmen orientation (CUSTOMS)

July 12

New transfer orientation (CUSTOMS)

July 17–18

New freshmen orientation (CUSTOMS)

July 18

Parking permits may be obtained after fees paid

July 23

New transfer orientation (CUSTOMS)

July 25–26

New freshmen orientation (CUSTOMS)

July 29

New freshmen who did not attend CUSTOMS eligible to register (after advising)

August 2019

August 6

New transfer orientation (CUSTOMS)

August 7

New transfer students who did not attend CUSTOMS eligible to register (after advising)

August 19

Undergraduate academic appeal for Fall 2019 due by 4:00 p.m. in MT One Stop (SSAC)

Undergraduate International Student Orientation

August 21

Undergraduate Academic Appeal Committee meets at 9:00 a.m.

August 22

Undergraduate academic appeal decisions available on PipelineMT by 9:00 a.m.

Last day of placement testing

August 26

Classes begin

FALL 2019 CALENDAR Continued

September 2019

September 2

Labor Day Holiday, University Closed

September 9

Last day for graduate students to file intent-to-graduate forms for Fall 2019 graduation

October 2019

October 1–11

Midterm exams should be scheduled before students leave for break

October 4

Written doctoral qualifying exams begin

October 12–15

Fall Break, No Classes

October 18

Written master's and specialist's comprehensive exams begin

November 2019

November 1

Last day for Fall 2019 graduates to file their theses/dissertations

November 4–15

Spring 2020 Priority Registration

Nov. 13

Completed packets for Spring 2020 graduate assistantship due in College of Graduate Studies

November 15

Deadline for undergraduate students to file intent-to-graduate forms for Summer 2020 graduation

Comprehensive exam results due back to College of Graduate Studies

November 27–30

Thanksgiving Holiday (University closed Nov. 28–30)

December 2019

December 4

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 5

Study Day, No Classes

Last day to remove "I" grades for graduate students graduating in Fall 2019

December 6–12

Final Examinations

December 14

Fall 2019 Commencement for all graduate and undergraduate students. See mtsu.edu/graduation for details.

December 16

Deadline for final grades, 9:00 a.m.

January 2020

January 13

Undergraduate academic appeal forms due by 4:00 p.m. in the MT One Stop (SSAC) for Spring 2020

January 15

Undergraduate academic appeal committee meets at 9:00 a.m.

January 16

Undergraduate academic appeal decisions available on PipelineMT by 9:00 a.m.



ADVISING AT MTSU

Academic advising is recommended each semester to ensure that you stay on track for graduation and you are registering for courses that apply to your program of study (CPoS). 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 2019 classes.

Required Advising for Undergraduate Students

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

Currently enrolled undergraduate students are encouraged to be advised by their faculty or college advisor as appropriate. Advisors will send an email to your MTMail if you are required to be advised.

A hold will appear on your account preventing priority registration if advising is required.

PIPELINEMT INSTRUCTIONS

How to Find Your Advisor

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
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, emails, and phone numbers.
5. If no assigned advisor, contact department of your major.

How to View Holds

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Holds**.
3. Some holds prevent your registration, while others only impact seeing your grades and transcript. You can see what type of hold you have, if any, on this screen.
4. To inquire about a hold, click the link on the screen to view hold contact information.

How to Find Your Assigned Registration Time

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.

2. Select **Assigned Registration Time**.
3. Select a term and **Submit** to view the day and time you can start to register for the next term.

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

How to Search for Classes

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Look Up Classes** and select desired term.
3. **Course Search:** If you know the course number, choose a subject in the "Subject" field (e.g. ENGL for English) and select Course Search, then 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.
4. For best results using the Advanced Search option, leave remaining fields at their default settings and click **Section Search**.
5. 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 **Registration & Student Records** in the left menu.
2. Click on **Add or Drop Classes** and select desired term.
3. If it is not your assigned registration time or you have a hold, you will not be able to access this screen.
4. On the **Add or Drop Classes** page, scroll down and enter your course reference numbers (CRNs) in the boxes, starting from the left. You can enter one CRN at a time or multiple. If a course requires a corequisite, both CRNs must be entered before clicking **Submit Changes**.
5. Errors in your schedule will appear immediately. If needed, find an alternate section of a class to take and enter that CRN instead. Contact your advisor if you're having trouble getting into a class you discussed taking for that semester.
6. Read how to resolve specific registration error messages by clicking on **Registration Errors—Click here for assistance**. Contact the department offering the course for any needed overrides.

7. To drop a course, scroll down to current schedule and click on the drop-down arrow and choose the available drop option. Then 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 **PipelineMT** 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** box.

To View Your Schedule

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Schedule (Grid Format)**.
3. Select a term and **Submit**.

NOTE: You can also view the **Schedule (Detailed, Including Waitlists and Drops)** for more information about your classes and to find your spot on the waitlist. View the **Schedule (Week at a Glance)** to view how your weekly classes look in a calendar format.

How to View Your Registration for Course Program of Study (CPOS)

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Coursework Toward Program of Study** and select desired term. You can also access from the **Financial Aid** left menu and the **Coursework Toward Program of Study (CPOS)** icon.
3. Your registration will display and the Eligible Course column will indicate Yes if eligible, No if not eligible, Pending if it hasn't been processed yet, or N/A for zero credit or dropped/withdrawn courses.

How to View Financial Aid Missing Documentation

1. Log in to **PipelineMT**, click on **Financial Aid** in the left menu.
2. Select the **Requirements & Holds** icon to the right.
3. Select **Aid Year** and **Submit**.

How to View/Accept/Decline Financial Aid Awards

1. Log in to **PipelineMT**, click on **Financial Aid** in the left menu.
2. Select the **Awards/Terms & Conditions** icon to the right.
3. Select **Award for Aid Year**.
4. Select **Aid Year** and **Submit**.
5. Select **Terms and Conditions**. Review and Accept MTSU Terms and Conditions.
6. Select **Accept Award Offer**. Follow instructions to submit decisions.

Note: If an award is in an "accept" status, no further steps are needed for that award. Typically, award amounts are divided equally between the Fall and Spring semesters.

How to Confirm Tuition/Fees or Pay

(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. You can also confirm on the MTSU Mobile app if you do not owe a balance.

Beginning April 16 or July 16, you may confirm you will attend MTSU and validate your registration if you have a zero or negative (-\$) balance.

1. Log in to **PipelineMT**, click on **Billing & Payment** in the left menu
2. To confirm, select the **Confirm Registration** icon to the right
3. Select the term you are confirming. Your account balance summary and account details for the term will be displayed.
4. To confirm, click "**Yes, I will attend . . .**" Wait for a confirmation number, and write it down or print the page.
5. **If you do not get a confirmation number**, you have a balance due. You either need to pay or contact MT One Stop if you are receiving loans, grants, or scholarships that should cover your total bill.
6. **To pay**, select the **Pay Registration, Balance, or Installment** icon to the right. You will be directed to a secure website outside of PipelineMT.
7. Follow payment directions for either the full balance or the first installment.

GENERAL INFORMATION

Academic Appeals

Undergraduate students on academic suspension who wish to return to MTSU in Summer 2019 must complete the Academic Appeal form and return it to MT One Stop no later than 4:00 p.m. on Monday, May 13, 2019. The Academic Appeals Committee meets on Wednesday, May 15, 2019. At the May 2019 Academic Appeals committee meeting, students may appeal to return for the Summer or Fall 2019 term. Students waiting to appeal in August 2019 to return in Fall 2019 must submit the documentation by 4:00 p.m. on Monday, August 19, 2019. The Academic Appeals Committee will meet on Wednesday, August 21, 2019. For additional information, including the Academic Appeal form, visit mtsu.edu/academicstanding. Graduate students on academic suspension will be sent an email from the College of Graduate Studies via their MTMail account with instructions on how to appeal their suspensions.

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 **PipelineMT** by selecting the **Registration & Student Records** link in the left menu, then the **Academic Progress Report** link or by using the MTSU Mobile app. 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, 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 enrolled (Fall, Spring, or Summer) 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. Be aware that new transfer credit posted summer 2015 or after will no longer be calculated in the overall combined GPA or GPA hours.

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

Auditing

Any request to change from credit to audit or from audit to credit must be processed by the last day to add a class; 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 visit MT One Stop (SSAC) or contact them at MTOneStop@mtsu.edu.

Catalogs (Online)

MTSU's undergraduate and graduate catalogs are online and searchable at 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 and Certificate 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 Portfolio** 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 that has changed. Access **PipelineMT** and click the appropriate links under the **Personal Information** box 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 PipelineMT because documentation will be needed. It is the student's responsibility to inform instructors of name changes that occur during the semester. Visit the Records Office in SSAC 150 to submit documentation for name changes.

Students cannot update permanent addresses on PipelineMT because the permanent address serves several purposes and must be monitored. Use the online change of address form or go to MT One Stop. A permanent address change request that conflicts with residency might require documentation.

For additional information: mtsu.edu/mtosforms

Change of Major/Program, Undergraduate

Choosing the right major and minor can be challenging and many students make the decision to change their majors and/or minors sometime during their undergraduate careers. Students who wish to make a change to their current curriculum must meet with their current college advisor or the college advisor of the proposed new major/minor. To view current major/program in PipelineMT, select **Registration & Student Records** in the left menu, then click on the **Transcript** icon.

Only college and faculty advisors can submit a major/program change to the Records Office for processing on behalf of the student. Submitted major/minor changes will be processed for the current term. Once the change is made, updated degree requirements will be viewable in DegreeWorks and an audit run to determine federal aid eligible for Course Program of Study (CPoS). Major/program changes and their timing should be considered very carefully related to CPoS.

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. Students should not attend classes for which they are not officially registered. MTSU does not require faculty to take attendance at each class period, even though some faculty may choose to do so. Therefore, participation may be confirmed by the use of an academically related activity.

Faculty are required to confirm attendance by the census date. If a grade of F is reported at the end of the semester, faculty are required to report the date of the last academically-related activity or the mid-point semester date if unknown. Non-participation can have an adverse effect on receipt of various financial aid and scholarships and may result in repayment being required. Students who stop attending but do not officially withdraw may receive a grade of FA, which may negatively impact financial aid and scholarships, including lottery and loans.

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, 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 PipelineMT.

NOTE: Students receiving financial aid or veterans benefits are encouraged to contact the appropriate office to determine if their aid will be affected.

Class Cancellations Due to Weather

Check the University home page at 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 mtsu.edu/alert4u, and click on Manage under the RAVE Alert Account left navigation link (getrave.com/login/mtsu). If MTSU classes are canceled, the announcement will apply to all classes, credit and noncredit.

Confidentiality of Student Records

MTSU 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).

If you have questions concerning the provisions of this act, please feel free to contact the Registrar's Office at records@mtsu.edu or 615-898-5814.

Additional information: mtsu.edu/one-stop/privacy.php

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, Academic Policies and Procedures, Semester Hour Load of Student. For details on graduate, see catalog.mtsu.edu/index.php?catoid=26, Academic Regulations, Semester Hour Load of Student.

Course Program of Study (CPoS)

Students may only receive federal financial aid for coursework that counts toward unmet requirements in their officially declared program of study. Dropping or not attending can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at mtsu.edu/cpos. To view which of your registered courses are eligible degree requirements for federal aid, go to **PipelineMT**, the **Registration & Student Records** menu, and the **Coursework Toward Program of Study** link.

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 critical to contact students as quickly as possible to take some kind of action, such as completing registration/fee payment/confirmation before the deadline.

DegreeWorks

DegreeWorks is available on **PipelineMT**. Select the **Registration & Student Records** link in the left menu and click on the **DegreeWorks** icon. Your degree evaluation will display based on your current degree program. The **Look Ahead** option allows you to enter courses you are planning to take to see how they will apply toward your degree. This feature can be helpful to ensure your course is Course Program of Study (CPoS) eligible. The **What If** option allows you to see how your courses will apply if you change your catalog or program/major/concentration/minor or are thinking about adding another major/concentration/minor. You can also see any approved exceptions/substitutions/changes.

Distance Education Courses

For assistance, please call 615-898-5611 or visit mtsu.edu/uc. Some MTSU online courses require an override (department permission) to register. Request a permit at mtsu.edu/uc/distance/permission-of-department-form.php.

Drop/Add/Late Registration Policy

Refer to page 4 or 9 for adding, dropping, late registration, and withdrawal deadlines. Students who wish to add a class after the deadline to add should refer to mtsu.edu/mtosforms to access the Drop/Add/Late Registration form. Students will be allowed to drop or add courses provided they do so within the course drop/add period.

Students who stop attending but do not officially drop or withdraw may receive a grade of FA, which may impact financial aid and scholarships, including lottery and loans.

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

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

International undergraduate and graduate students must remain full-time and should obtain permission from the International Affairs Office.

Veterans should consult with the Charlie and Hazel Daniels Veterans and Military Family Center before dropping and adding to find out how it will impact their benefits.

Eligibility Verification for Entitlement Act (EVEA)

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

The term “state benefits” includes in-state tuition, lottery scholarships, academic scholarships, 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 privately-endowed scholarships.

For a complete list of documents and more details about the Eligibility Verification for Entitlements Act, please visit mtsu.edu/evea.

If you are eligible and wish to receive state benefits and are not planning to complete a FAFSA, documentation can be submitted using a smartphone or scanner. Undergraduate students access mtsu.edu/evea to upload your documents. Graduate students can email them as an attachment to graduate@mtsu.edu. Please include your MTSU ID number (M#).

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 mtsu.edu/enrollmentverification.

Financial Aid Satisfactory Academic Progress (SAP)

One factor in being eligible to receive federal, state, and some institutional financial aid (including federal loans) requires students to maintain Satisfactory Academic Progress (SAP). Three areas monitored in SAP are grade point average (GPA), passing percentage (Pace), and maximum attempted hours.

Students are often confused about why they are not considered to be in financial aid good standing when they have a good GPA. The Registrar’s Office (for undergraduate students) and the Graduate Office (for graduate students) monitor a student’s GPA. They notify students of any academic probations or suspensions based on GPA. If suspended, the student must follow their appeal instructions.

Federal regulations also require the Financial Aid Office to monitor a student’s passing percentage (Pace) and attempted hours. Often, withdrawing from courses, which may not negatively affect GPA, can cause a student to fall below an overall combined pass rate of 67% or reach his/ her maximum attempted hours before graduating. This can mean losing eligibility for financial aid.

All students are encouraged to read and understand the Financial Aid Satisfactory Academic Progress Policy. To read more about SAP, visit mtsu.edu/financial-aid/policies.php. Understand the rules so that you can maintain your financial aid.

Graduation Information

Graduation information such as ceremony dates, instructions, caps and gowns, etc., can be found at mtsu.edu/graduation for undergraduate students or mtsu.edu/graduate/graduation for graduate students.

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, print and copy, 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 SSAC 112.

Immunization Requirements

Please visit the following link for information on immunization requirements from the State of Tennessee: 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.

Hours of operation when classes are in session:

Sunday: 2:00 p.m.–9:00 p.m.

Monday–Thursday: 7:00 a.m.–9:00 p.m.

Friday: 7:00 a.m.–4:30 p.m.

Saturdays: 9:00 a.m.–4:00 p.m.

MT One Stop

MT One Stop is on the second floor of the Student Services and Admissions Center (SSAC) and can assist students with financial aid, records, registration, and student accounts.

MT One Stop can

- provide student transcripts and assist with enrollment verification
- help students complete the FAFSA verification process
- make registration and schedule changes
- process forms for dropping and adding classes
- help students withdraw from classes and/or the University
- coordinate the Partners in Education (PIE) program
- assist with signing up for installment payment plans and for direct deposit

- provide information about billing, financial aid, and scholarship applications

For hours of operation and a list of enrollment coordinators or to learn more information about MT One Stop, please visit mtsu.edu/one-stop.

Parking Permits

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 mtsu.edu/parking

PipelineMT Password— Create or Change

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

1. Go to mtsu.edu/changepw.
2. 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).
3. Select the encrypted link and follow instructions.
4. 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.
5. A notification of a change to your account will be sent to your **MTMail** email account as an extra level of security.

Prescribed Course Placement

All students who were placed into prescribed courses based on the ACT/SAT/University Placement Test must enroll in and complete the designated courses in sequence. MTSU 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 KOM 103A to begin the process. Failure to comply will result in an automatic grade of F/FA.

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/uc/university-studies.

Printing on Campus

Student printing is available at all University labs and is a privilege on campus for all active students. We ask that students be frugal and responsible when making printing decisions and not print unnecessarily and excessively. Printing should always be reserved for academic purposes only and not used for personal gain, i.e., advertising flyers, etc. Such nonacademic printing should be performed at Blue Print Solutions in the Student Union Building. Printing levels are monitored and you will be notified through the print management system when you are approaching your limit.

Selective Service

Male students age 18 through 25 who have not registered with Selective Service or have not verified with MTSU their registration with Selective Service will have registration holds placed on their records and will not be allowed to register until the conditions for the hold have been satisfied.

According to federal law, you must register with the Selective Service system to attend a public university in Tennessee. If you have not registered with the Selective Service or you want to check to see if you have registered, you can go to sss.gov.

Once you have registered with Selective Service, you will need to complete the Selective Service Verification form, which you can obtain at MT One Stop (SSAC) or at mtsu.edu/mtosforms.

Transcript Requests

Official transcripts can be requested and picked up immediately at MT One Stop. A photo ID is required.

Transcripts may also be requested via email by using a smartphone or scanner and attaching the signed Transcript Request Form and sending it to records@mtsu.edu; by faxing to 615-898-5538; or by mailing to:

Middle Tennessee State University
Registrar's Office, SSAC 150
1301 East Main Street
Murfreesboro, TN 37132

University Withdrawals

If a student wishes to drop an individual course, the drop may be completed via PipelineMT until the withdrawal deadline (refer to dates on page 4 or 9). After the withdrawal deadline and with appropriate approvals, a student may drop an individual course by submitting a signed Drop Form to 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 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

For returning veterans and those currently serving in the military, the certification of benefits process at MTSU is online. Go online to MTSU's PipelineMT, then look for the Veteran menu. Students who have served in the military but no longer receive benefits may be eligible for other benefits; to inquire about eligibility, submit a copy of the DD214 to the Charlie and Hazel Daniels Veterans and Military Family Center (VMFC), KUC 124.

New freshmen and new transfer students should contact the Daniels Center to start the benefit process at mtsu veterans@mtsu.edu, or call 615-898-2601 or 615-898-5040.

For more information, go to mtsu.edu/military.

Veterans' Dependents' Post-Secondary Education Assistance

Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. Contact the Daniels Center at 615-898-2601 or 615-898-5040 for more information.



FINAL EXAMINATION SCHEDULE FOR FALL, DECEMBER 6–12, 2019

Monday, Wednesday, Friday

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

Monday, Wednesday

Class time:	Exam day:	Exam time:
12:40–2:05 p.m.	Monday, December 9	12:30–2:30 p.m.
2:20–3:45 p.m.	Wednesday, December 11	12:30–2:30 p.m.
4:10–5:35 p.m.	Monday, December 9	3:30–5:30 p.m.
6:00–7:25 p.m.	Monday, December 9	6:00–8:00 p.m.
7:40–9:05 p.m.	Wednesday, December 11	8:30–10:30 p.m.

NOTE: No required meetings or exams may be scheduled on Study Day for students. Instructors must use their assigned final exam time and regular room location.

Tuesday, Thursday

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

Classes Meeting One Day a Week:

Monday, Dec. 9; Tuesday, Dec. 10;

Wednesday, Dec. 11; Thursday, Dec. 12

Class meeting time:	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.
5:15–8:15 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 6–12 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 PipelineMT to find out if your MTSU online/hybrid or correspondence course has any meetings or proctored exams.

Saturday Classes: Exams are Saturday, Dec. 7, 7:30–10:30 a.m., 9:00 a.m.–noon, or 1:00–4:00 p.m.

NOTE: Exams for classes meeting at other times are to be arranged by the instructor between December 6–12

GENERAL EDUCATION REQUIREMENTS

mtsu.edu/gen_ed/

Many majors recommend specific courses within the General Education program to meet major requirements. 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 ACT/SAT/University Placement Test Scores. For example, math test scores could place students in MATH 1000KC, MATH 1010K/1530K, or just MATH 1010K/1530K/1710K. See your college advisor 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 PipelineMT.

COMMUNICATION (9 hours)		
<i>English Composition (6 hours) and oral presentational communication (3 hours)</i>		
ENGL 1010	Expository Writing	3 hours
<i>Students with a Prescribed English requirement take ENGL 1010K</i>		
ENGL 1020	Research and Argumentative Writing	3 hours
<i>Prescribed prerequisites: READ 1000K; 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 1010K and READ 1000K</i>		
HIST 2020	Survey of United States History II	3 hours
<i>Students with Reading Prescribed requirement take READ 1000K and Corequisite HIST 2020L</i>		
HIST 2030	Tennessee History	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		

HUMANITIES and/or FINE ARTS (9 hours)		
<i>One course must be in literature. (Students must complete ENGL 1010 and 1020 before taking a literature course.) All courses meeting the literature requirement are denoted with an asterisk.</i>		
All three courses must have different rubrics (course prefixes).		
ANTH 2210	Introduction to World Prehistory	3 hours
ART 1030	Art Appreciation	3 hours
ART 1920	Survey of Western Art I	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
DANC 1000	Introduction to Dance	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
ENGL 2020*	Themes in Literature and Culture	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
ENGL 2030*	The Experience of Literature	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
HIST 1010	Survey of Western Civilization I	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
HIST 1020	Survey of Western Civilization II	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
HIST 1110	Survey of World Civilization I	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
HIST 1120	Survey of World Civilization II	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
HUM 2610*	Foreign Literature in Translation	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
MUS 1030	Introduction to Music	3 hours
PHIL 1030	Introduction to Philosophy	3 hours
<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>		
THEA 1030	Introduction to Theatre	3 hours



MATHEMATICS (3 hours)

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

MATH 1010	Mathematics for General Studies	3 hours
	<i>(Students with Math Prescribed Requirement take MATH 1010K)</i>	
MATH 1530	Applied Statistics	3 hours
	<i>(Students with Math Prescribed Requirement take MATH 1530K)</i>	
MATH 1630	College Mathematics for Managerial, Social, and Life Sciences	3 hours
	<i>Prescribed prerequisites: Math prescribed course(s)</i>	
MATH 1710	College Algebra	3 hours
	<i>(Students with Math Prescribed Requirement take MATH 1710K)</i>	
MATH 1720	Plane Trigonometry	3 hours
	<i>Prescribed prerequisites: Math prescribed course(s)</i>	
MATH 1730	Pre-Calculus	4 hours
	<i>Prescribed prerequisites: Math prescribed course(s)</i>	
MATH 1810	Applied Calculus I	3 hours
	<i>Prescribed prerequisites: Math prescribed course(s)</i>	
MATH 1910	Calculus I	4 hours
	<i>Prescribed prerequisites: Math prescribed course(s)</i>	

SOCIAL/BEHAVIORAL SCIENCES (6 hours)

The two courses selected must have different rubrics (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
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
ECON 2420	Principles of Economics, Microeconomics	3 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
GEOG 2000	Introduction to Regional Geography	3 hours
	<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>	
GS 2010	Introduction to Cross-Cultural Studies	3 hours
	<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>	
HLTH 1530/1531	Health and Wellness	3 hours
JOUR/EMC/RIM 1020	American Media and Social Institutions	3 hours
PS 1005	Introduction to American Politics	3 hours
PS 1010	Introduction to Global Politics	3 hours
PSY 1410	General Psychology	3 hours
	<i>Prescribed prerequisites: READ 1000K</i>	
RS 2030	Religion and Society	3 hours
SOC 1010	Introductory Sociology	3 hours
	<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>	
SOC 2010	Social Problems	3 hours
	<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>	
WGST 2100	Introduction to Women's Studies	3 hours
	<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>	

NATURAL SCIENCES (8 hours)

Two different, nonsequential courses must be selected for natural science credit and must have different rubrics (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
	<i>Prescribed prerequisites: READ 1000K; Math prescribed course(s)</i>	
BIOL 1030/1031	Exploring Life	
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
BIOL 1110/1111	General Biology I	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
BIOL 2010/2011	Human Anatomy and Physiology I	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
BIOL 2020/2021	Human Anatomy and Physiology II	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
CHEM 1010/1011	Introductory General Chemistry I	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
CHEM 1030/1031	Chemistry for Consumers	4 hours
	<i>Prescribed prerequisite: READ 1000K</i>	
CHEM 1110/1111	General Chemistry I	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
GEO 1030/1031	Introduction to Earth Science	4 hours
	<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>	
GEO 1040/1041	Physical Geology	4 hours
	<i>Prescribed prerequisites: ENGL 1010K and READ 1000K</i>	
PGEO 1030	Physical Geography	4 hours
PHYS 1110	Discovering Physics	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
PHYS 2010/2011	Non-Calculus-Based Physics I	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
PHYS 2110/2111	Calculus-Based Physics I	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	
PSCI 1030/1031	Topics in Physical Science	4 hours
	<i>Prescribed prerequisite: READ 1000K</i>	
PSCI 1130/1131	Contemporary Issues in Science	4 hours
	<i>Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)</i>	

CAMPUS BUILDINGS

 (addresses shown are for location only, NOT mailing)

For a map of campus visit mtsu.edu/maps/docs/CampusMap.PDF

ABER	Abernathy Hall, 1719 Alumni Drive	MB	McFarland Building, 654 Founders Lane
ALOF	Alumni Office, 2263 Middle Tennessee Boulevard	MC	Murphy Center, 2650 Middle Tennessee Boulevard
ALUM	Alumni House, 2259 Middle Tennessee Boulevard	MCH	McHenry Hall, 414 Alma Mater Drive
AMG	Alumni Memorial Gym, 2610 Middle Tennessee Boulevard	MEC	Andrew Woodfin Miller, Sr. Education Center, 503-509 Bell Street
BAS	Business and Aerospace Building, 1642 MTSU Boulevard	MGB	Midgett Building, 612 Old Main Circle
BDA	Boutwell Dramatic Arts Building, 615 Champion Way	MOH	Monohan Hall, 312 Alma Mater Drive
BH	Beasley Hall, 323 Friendship Street	NEO	Naked Eye Observatory, 346 Old Main Circle
BLH	TCWNHA (Black House), 1417 East Main Street	NICK	Nicks Hall, 1715 Alumni Drive
BRAGG	John Bragg Media and Entertainment Building, 1735 Blue Raider Drive	OBS	Observatory, 346 Old Main Circle
CAB	Cope Administration Building, 315 Visitor's Circle	PCS	Homer Pittard Campus School, 923 East Lytle Street
CH	College Heights Building, 1607 East Main Street	PH	Peck Hall, 537 Old Main Circle
CKNB	Cason-Kennedy Nursing Building, 610 Champion Way	PHLP	Project Help, 206 North Baird Lane
COE	College of Education Building, 1756 MTSU Boulevard	PKS	Parking Services Building, 1403 East Main Street
COGN	Central Utility Plant/Cogeneration Plant, 729 Champion Way	POOL	Natorium, 1319 Faulkinberry Drive
CORL	Corlew Hall, 1634 MTSU Boulevard	PSB	Printing Services Building, 1756 Greenland Drive
CSB	Central Services Building (Day Care Center), 1835 Alumni Drive	REC	Health, Wellness, and Recreation Center (Health Services located inside the HWRC), 1848 Blue Raider Drive
DH	Deere Hall, 1619 Alumni Drive	REH	Reynolds Hall, 312 Alma Mater Drive
DSB	Davis Science Building, 422 Old Main Circle	RH	Rutledge Hall, 526 Alma Mater Drive
DYS	Tennessee Center for the Study and Treatment of Dyslexia, 200 North Baird Lane	ROTX	ROTC Annex, 531 Champion Way
EHS	Ellington Human Sciences Building, 2623 Middle Tennessee Boulevard	SAG	Stark Agribusiness and Agriscience Center, 651 Founders Lane
EZEL	Ezell Hall, 1727 Blue Raider Drive	SBCH	Stephen B. Smith Baseball Clubhouse, 641 Champion Way
FAIR	Fairview Building, 820 Fairview Avenue	SCA	Scarlett Commons Apartments 1-9, 1858 MTSU Boulevard
FH	Forrest Hall, 543 Champion Way	SCC	Sports Club Complex, 2111 East Main Street
GH	Greenhouse, 1724 Lightning Way	SCH	Schardt Hall, 312 Alma Mater Drive
GRH	Gracy Hall, 321 Friendship Street	SCI	Science Building, 440 Friendship Street
HARR	Center for Historic Preservation (Harrison House), 1416 East Main Street	SCP	Satellite Chiller Plant, 215 College Heights
HC	Horticulture Facility, 1714 Lightning Way	SFA	Saunders Fine Arts Building, 629 Normal Way
HMA	Housing Maintenance Annex, 657 Founders Lane	SIMS	Sims Hall, 215 Friendship Street
HOB	Holmes Building (Maintenance Complex), 836 Champion Way	SMH	Smith Hall, 318 Old Main Circle
HONR	Paul W. Martin Sr. Honors Building, 1737 Blue Raider Drive	SSAC	Student Services and Admissions Center, 1860 Blue Raider Drive
ING	Sam H. Ingram Building, 2269 Middle Tennessee Boulevard	STU	Student Union Building, 1768 MTSU Boulevard
JACK	Tom H. Jackson Building, 628 Alma Mater Drive	TB	Telescope Building, 1852 MTSU Boulevard
JCH	Jim Cummings Hall, 1744 MTSU Boulevard	TENN	Buck Bouldin Tennis Center, 1210 Greenland Drive
JH	Jones Hall, 624 Old Main Circle	TCM	Telecommunications Building, 732 Champion Way
JUB	James Union Building, 516 Alma Mater Drive	TLC	Tennessee Livestock Center, 1720 Greenland Drive
JUDD	Judd Hall, 217 Friendship Street	TODD	Andrew L. Todd Hall, 542 Old Main Circle
KOM	Kirksey Old Main, 612 Old Main Circle	UP	University Police, 1412 East Main Street
KSHF	Emmett and Rose Kennon Sports Hall of Fame, 1320 Greenland Drive	VA	Vocational Agriculture, 1704 Lightning Way
KUC	Keathley University Center, 1524 Military Memorial	VET	Voorhies Engineering Technology, 1212 Faulkinberry Drive
LH	Lyon Hall, 414 Alma Mater Drive	WANH	Internal Audit (Wansley House), 209 North Baird Lane
LIB	James E. Walker Library, 1611 Alumni Drive	WC	Woodmore Cybercafe, 319 Friendship Street
LRC	Ned McWherter Learning Resources Center, 1558 Military Memorial	WH	Warehouse (Maintenance Complex), 1672 Greenland Drive
MARY	Miss Mary Hall, 414 Alma Mater Drive	WLA	Womack Lane Apartments A-L, 1815 Alumni Drive
		WMB	Wright Music Building, 1439 Faulkinberry Drive
		WPS	Wiser-Patten Science Hall, 422 Old Main Circle
		WSC	Wood-Stegall Center (Development and University Advancement), 120 Old Main Circle

DID YOU KNOW?

- DegreeWorks is available on PipelineMT. Select the **Registration & Student Records** link in the left menu and click on the **DegreeWorks** icon. Your degree evaluation will display based on your current degree program. The **Look Ahead** option allows you to enter courses you are planning to take to see how they will apply toward your degree. This feature can be helpful to ensure your course is Course Program of Study (CPoS) eligible. The **What If** option allows you to see how your courses will apply if you change your catalog or program/major/concentration/minor or are thinking about adding another major/concentration/minor. You can also see any approved exceptions/substitutions/changes.
- Students may only receive federal financial aid for coursework that counts toward unmet requirements in their officially declared program of study. Dropping or not attending can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at mtsu.edu/cpos. To view which of your registered courses are eligible degree requirements for federal aid, go to **PipelineMT**, the **Registration & Student Records** menu, and the **Coursework Toward Program of Study** link.
- Multi-factor authentication (MFA) is now required for all MTSU students as of February 2019. MFA is a way for you to protect your MTSU accounts by requiring two pieces of evidence to verify you are you. The first is something you know, which is your password, and the second is something you have, such as your phone. To learn more, visit mtsu.edu/security/mfa.php.
- The Regional Scholars Program offers a reduced out-of-state tuition rate for undergraduate students who met the required ACT/SAT score and graduated from a high school in a county within a 250-mile radius of MTSU. Beginning Fall 2019 it includes all of the eight states bordering Tennessee in their entirety. For requirements of the program, see mtsu.edu/financial-aid/scholarships/regional-scholars.php. Eligibility for graduate students can be accessed at <https://www.mtsu.edu/graduate/funding.php>.
- Navigate (formerly SSC Campus) is an information, communication, and appointment scheduling platform where students can schedule appointments directly with their advisors. You can access the Navigate platform in PipelineMT by selecting **Registration & Student Records** and **Schedule an Advising Appointment** in the Priority Registration Tools box or access it directly at mtsu.campus.eab.com using your PipelineMT login credentials. For more information or questions, please contact the Office of Student Success at 615-494-8650.

