This advising folder will help you stay organized, informed, and balanced with your academic requirements while completing a major offered by the College of Education. Please make sure you bring your advising folder with you to ALL of your advising appointments. Please add any additional resources that will aid in your degree process within the College of Education. We look forward to working with you through the next years here at Middle Tennessee State University. Feel free to contact the College of Education advisors if you have any questions regarding advising.

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Name: ........................................................................................................
Advisor: ............................................................................................... 
Major: ....................................................................................................
What is Academic Advising?

The College of Education advisors’ goal is to promote successful transitions for students who wish to pursue academic majors with the college. Academic advising is the best way to select and enroll in the appropriate courses for a chosen major. We encourage a sense of community and ownership of a student’s lifelong educational goals through early referral to faculty mentors, departmental and professional organizations, and MTSU academic support services. Another objective is to assist the student in understanding University, College of Education, degree program policies, state teaching license policies, and requirements to help students become successful in their pursuit of a lifelong career.

What is expected of the Academic Advisor?

Your academic advisor serves as a primary source of support to you as a student. They can provide guidance in course and major selection, course registration, hold removal, University policies, and many other academic related matters. In addition, advisors have a wealth of knowledge on many aspects of student life, and are concerned not only with your academic success but also your well-being at Middle Tennessee State University. Your advisor will support you, advocate for you, encourage you, and be a constant resource for you.

What is expected of the student?

- Schedule regular appointments with faculty and/or college advisor, and be on time to your appointment. Remember that your advisor is often in high demand. If you are not going to be able to make it to your scheduled appointment, please be courteous and let your advisor know in advance so that time is made available for someone who may need to see your advisor as well.
- Review major/program policies and requirements using the MTSU Undergraduate Catalog (catalog.mtsu.edu/index.php) and make a list of questions and concerns. This will prevent you from forgetting to ask or discuss issues that are important to you.
- Clarify personal values and goals; follow through and accept responsibility for academic decisions and performance.
- Keep a record or file of your academic progress and goals, and bring it to scheduled appointments

CHECK YOUR EMAIL OFTEN FOR EMAILS FROM YOUR ADVISOR!

What is expected to take place during the advising session?

All advising meetings will take place in your assigned Academic Advisor’s office. During the advising session, the student and the academic advisor will collaborate to develop a list of courses for the following semester/term. It is important to note that the ultimate responsibility for making decisions about educational goals and plans rests with you, the student. The advisor will also lift the student’s advisor hold and inform him/her of any other holds that would prevent registration. The advisor will then hand you a copy of your advising sheet (or review your advising sheet) so that you know which courses to register for when your registration window opens. We encourage you to ask your advisor as many questions as you need.

Advising Timeline

- Schedule advising appointments with your COE advisor at mtsu.campus.eab.com every September/October and March/April.
- Find your advisor on Pipeline by clicking on Registration and Student Record --> Assigned Advisor
- Check Pipeline for holds prior to registration
- Meet with your COE advisor about any concerns relating to your academic success and goals.
- Meet with your faculty mentor if you have career- or residency-related questions (once admitted to the Teacher Education Program).
- Bring your advising folder to all advising appointments.
Advising Tips

Must Do

- Schedule advising appointments in September/October and March/April to meet with your advisor.
- Check your email regularly for updates from your advisor.
  - Hint: Create a folder in your MTSU email titled Advisor Emails. Even if you do not have a chance to read it at the moment, you can always refer back to it when you have a question or before you reach out to your advisor with a question.
- BE PROACTIVE. Your advisor is a resource and an advocate for you. It is our responsibility to share important information with you. It is not our responsibility to make sure that you use that helpful information. This is YOUR education. Ask us questions. Ask for clarification. If something seems incorrect, do not hesitate to ask us.

Don't

- Wait until the last minute to schedule advising appointments.
- Come to advising appointments without your COE advising folder.
- Be afraid to ask for help!

Schedule advising appointments at mtsu.campus.eab.com

Please come prepared for ALL advising appointments.
Bring the following items to your appointments:

- COE Advising Folder that includes your Upper Division form, your Academic map, and your Academic Plan
- A writing utensil
- Questions and/or concerns you may have to discuss with your advisor.

Review your academic maps, department website, or undergraduate catalog at catalog.mtsu.edu

Advisor Do's and Don'ts

- Advisor DOES help you choose classes, but DOESN'T register for you.
- Advisor DOES send important information, but DOESN'T pester to make sure you have read everything.
- Advisor DOES advocate for your success, but DOESN'T bend the rules for you.
- Advisor DOES answer/redirect all of your questions, but DOESN'T read your mind.
- Advisor DOES thoughtfully work with me, but DOESN'T work for me.
- Advisor DOES want to treat you like an adult who needs guidance, but DOESN'T want you to become dependent on her.

Be proactive and be responsible for YOUR education. We are here to help you and to be a resource for you.
HELPFUL REGISTRATION TIPS

To register for classes, you will register at (or after) your assigned registration date. You can find your registration date and whether you have any holds (blocks to registration) by going to the MTSU home page (mtsu.edu), then PipelineMT, log in, click on Registration & Student Records, and then clicking either Assigned Registration Time or Holds. (Holds will prevent registration.)

Please review the Important Dates and Deadlines that are listed on the website: mtsu.edu/dates.php. These dates and deadlines will pertain to the upcoming semester and change with each new semester. You will be able to find fee payment deadlines, withdraw deadlines, and many other important dates.

To Confirm/Pay for Classes:

- Log into Pipeline
- Click on Registration & Student Records
- Click on the Confirm Registration link
- Select a Term: Choose the term that you are planning on attending
- Click on Yes, I plan to attend
- If you get a confirmation number, your classes are secure for that term. If you do not get a confirmation number, contact MT One Stop at mtonestop@mtsu.edu or 615-898-2111.

If financial aid/loans/scholarships cover ALL fees, you must CONFIRM your registration in Pipeline or your classes will be deleted. A confirmation number will be provided when the process is completed successfully.

To Schedule an Advising Appointment

- Go to Pipeline
- Click on Registration & Student Records
- Click on Schedule an Advising Appointment found under Priority Registration Tools
- On the Navigate home page, you will click on the blue scheduling button titled Schedule an Advising Appointment.
- Select the location of your major’s college.
  - If you are unsure, visit the major’s department webpage to verify its college.
  - If you are CHANGING YOUR MAJOR, select the NEW major’s location.
- Select the reason for the appointment. Each college is correlated to specific reasons, so if you are unsure of the reason to select, contact your assigned advisor directly.
- On the next screen, make sure the correct advising center is selected, and then drop down to select the advisor’s name. (Your assigned advisor will include “(Your Advisor)” next to their name.)
- From there, you will be taken to the available appointment times of the advisor. Each day is divided into morning and afternoon, so select the general part of the day to view specific times. Once the appointment time is selected, click next to view final details.
- MAKE SURE TO READ ANY ADDITIONAL DETAILS, and add into the comments anything requested by the advisor. You have the option to select “Send Me a Text” to receive text reminders. Then click “Confirm Appointment” on the bottom of this screen. You will receive an email confirming the appointment.
Registration Issues

For general issues with registration, please contact MT One Stop at 615-898-2111 or mtonestop@mtsu.edu.

Your academic advisor in the College of Education is only able to complete necessary overrides for courses within the department (EESE, ELED, SPED, MLED, ECE, READ).

If the course you need is closed due to capacity, please first contact the instructor to request a capacity override. If you do not receive a response from the instructor within 2-3 business days, contact the department of the class. To find the email of the instructor, go to MTSU.edu and then click on the Directory link found at the top of the page. Or, you can visit Pipeline, Registration & Student Records, Look Up Classes, Select appropriate term, Select course prefix, select course number, click on the course CRN, click on the mail/letter icon next to the instructor’s name.

When contacting a department for any registration issues, please make sure you have your M#, the course CRN, and the registration error type ready to provide.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIV or READ course</td>
<td>University Studies Department</td>
<td>615-898-2568</td>
</tr>
<tr>
<td>BIOL course</td>
<td>Biology Department</td>
<td>615-898-2847</td>
</tr>
<tr>
<td>MATH course</td>
<td>Mathematics Department</td>
<td>615-898-2669</td>
</tr>
<tr>
<td>ENGL course</td>
<td>English Department</td>
<td>615-898-2573</td>
</tr>
<tr>
<td>CHEM or PSCI course</td>
<td>Chemistry Department</td>
<td>615-898-2956</td>
</tr>
<tr>
<td>GEOL course</td>
<td>Geosciences Department</td>
<td>615-898-2726</td>
</tr>
<tr>
<td>ASTR course</td>
<td>Physics &amp; Astronomy Department</td>
<td>615-898-2130</td>
</tr>
</tbody>
</table>

Who to Contact If Problems Arise

(Chain of command)

Class Instructor → Department Chair → Academic Dean

Academic Advisor → Advising Manager → Academic Dean
## Campus Resources for Student Use

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location</th>
<th>Contact Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MT One Stop</td>
<td>SSAC, 2nd floor</td>
<td>615-898-2111, <a href="mailto:mtonestop@mtsu.edu">mtonestop@mtsu.edu</a></td>
<td>Financial aid, course registration, tuition, billing, transcripts, scholarships</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>KUC 326-S</td>
<td>615-898-2670, <a href="http://www.mtsu.edu/countest/">www.mtsu.edu/countest/</a></td>
<td>Short-term counseling, L.I.F.E. workshops, Crisis Workshops, Referral Services, Short-term Psychiatric Services, Outreach &amp; Programming Services, Consultation Services</td>
</tr>
<tr>
<td>Career Center</td>
<td>KUC 328</td>
<td>615-898-2500, <a href="http://www.mtsu.edu/career">www.mtsu.edu/career</a>, <a href="mailto:career@mtsu.edu">career@mtsu.edu</a></td>
<td>Guidance with declaring a major, career advising, Resume and Cover Letter Guides (along with editing and feedback), career fairs, interview preparation, job search, work permits/visas, access to many outside resources</td>
</tr>
<tr>
<td>Student Disability &amp; Access Center</td>
<td>KUC 107</td>
<td>615-898-2783, <a href="http://www.mtsu.edu/dac">www.mtsu.edu/dac</a>, <a href="mailto:dacemail@mtsu.edu">dacemail@mtsu.edu</a></td>
<td>Student accommodations and access, adaptive technology, adaptive recreation &amp; exercise</td>
</tr>
<tr>
<td>Testing Services</td>
<td>KUC 107</td>
<td>615-898-2863, <a href="http://www.mtsu.edu/countest/">www.mtsu.edu/countest/</a></td>
<td>Standardized tests required for entering graduate school, nursing school, or teacher-preparation programs, as well as various other exams</td>
</tr>
<tr>
<td>Health Center &amp; Pharmacy</td>
<td>Rec Center, 1st floor</td>
<td>615-898-2988, <a href="http://www.mtsu.edu/healthservices/mthealth@mtsu.edu">www.mtsu.edu/healthservices/mthealth@mtsu.edu</a></td>
<td>Full service health clinic providing outpatient services, treatment, health education, travel and allergy clinic, and women’s health; commonly prescribed medications are dispensed from MTSU Campus Pharmacy</td>
</tr>
<tr>
<td>University Writing Center</td>
<td>Walker Library, Room 362</td>
<td><a href="http://www.mtsu.edu/writing-center">www.mtsu.edu/writing-center</a></td>
<td>One-on-one appointments, group appointments, Culture and Conversation Group Sessions (ELL learners), Creative Writing Sessions, Writers' Studio, Multi-Media Composition Center, Test Preparation Groups</td>
</tr>
<tr>
<td>Tutoring Spot</td>
<td>Walker Library</td>
<td><a href="http://www.mtsu.edu/studentsuccess/tutoring.php">www.mtsu.edu/studentsuccess/tutoring.php</a></td>
<td>FREE tutoring in over 180 courses both on campus and online</td>
</tr>
<tr>
<td>MTSU Center for Counseling and Psychological Services</td>
<td>Miller Education Center</td>
<td>615-898-2271, <a href="http://www.mtsuccps.com">www.mtsuccps.com</a></td>
<td>FREE for MTSU students; adjustment problems, anxiety, low self-esteem, relationship problems, non-compliant behavior at home, school, and/or work, conduct problems, depression, etc.</td>
</tr>
<tr>
<td>Food Pantry</td>
<td>MT One Stop (SSAC)</td>
<td><a href="http://www.mtsu.edu/foodpantry">www.mtsu.edu/foodpantry</a></td>
<td>Access to FREE goods/non-perishable food with student ID</td>
</tr>
<tr>
<td>Raiders Closet</td>
<td>KUC 327</td>
<td>615-898-2369, <a href="http://www.mtsu.edu/marketing/raiders_closet.php">www.mtsu.edu/marketing/raiders_closet.php</a></td>
<td>Rent professional attire for interviews/internships</td>
</tr>
<tr>
<td>Clothing our Educators Boutique</td>
<td>COE</td>
<td>Contact June Adams (<a href="mailto:June.Adams@mtsu.edu">June.Adams@mtsu.edu</a> or 615-898-5153)</td>
<td>Free professional clothing for COE students in Residency 1 and Residency 2</td>
</tr>
<tr>
<td>June Anderson Center</td>
<td>SUB 330</td>
<td><a href="http://www.mtsu.edu/jac/index.php">www.mtsu.edu/jac/index.php</a></td>
<td>Housing/Utility assistance, legal clinics, childcare services, campus food vouchers, scholarships, etc.</td>
</tr>
</tbody>
</table>
COLLEGE OF EDUCATION
Department of Elementary & Special Education
MAJORS

Early Childhood Education (PreK-3rd grade)

Elementary Education (K-5)

Middle School Majors:
- Interdisciplinary Studies: English, Grades 6-8
- Interdisciplinary Studies: Math, Grades 6-8
- Interdisciplinary Studies: Science, Grades 6-8
- Interdisciplinary Studies: Social Studies, Grades 6-8

Special Education Majors:
- Special Education: Interventionist, Grades K-8
- Special Education: Interventionist, Grades 6-12
- Special Education: Comprehensive, Grades K-12

CANDIDACY

In order to become a teacher in the State of Tennessee, students must be admitted to a Tennessee State Board of Education approved Educator Preparation Program and complete a number of state license requirements. Every student in the College of Education begins as a pre-candidacy student. In order to become a teacher candidate, students must be admitted to the Teacher Education Program. Students that fail to apply to the Teacher Education Program or are not admitted to the program will not be permitted to enroll in Upper Division Courses (Content Major Courses and Professional Education courses).
ADMISSION TO TEACHER EDUCATION
SATISFACTORY TEST SCORES

Tennessee State Department of Education Requirement

According to the Tennessee State Board of Education, Professional Assessments for Tennessee Educators (5.105), "Individuals applying for an initial educator license in Tennessee shall submit passing scores on an assessment that measures professional knowledge and is correlated to Tennessee's professional education standards." The policy states, "Educator preparation programs may admit candidates who present qualifying scores on the following assessments, in addition to other required admissions criteria."

What are the state approved qualifying scores for admission to Teacher Education?

*Students who have earned qualifying scores for the ACT and/or SAT are exempt from the Core tests.

<table>
<thead>
<tr>
<th>PRAXIS Core Tests</th>
<th>ACT</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math – 150</td>
<td>Composite – 22</td>
<td>Composite – 1020</td>
</tr>
<tr>
<td>Reading – 156</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing – 162</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How do I know what test(s) to take?

<table>
<thead>
<tr>
<th>Test</th>
<th>Cost</th>
<th>Difficulty</th>
<th>Test Availability</th>
<th>Retake Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>$50.50</td>
<td>&quot;Praxis Core Math and Reading are not as challenging as Math and Reading on the ACT&quot;; Core Writing Essay component is harder than the ACT, but MTSU does not require ACT Writing test</td>
<td>Offered 7x/yr - Sept., Oct., Dec., Feb., April, June, &amp; July</td>
<td>Up to 12 times</td>
</tr>
<tr>
<td>Praxis Core</td>
<td>$150 combined / $90 per test</td>
<td></td>
<td>Offered once a month or more between MTSU and Nashville</td>
<td>Unlimited; must wait 21 days</td>
</tr>
</tbody>
</table>

How do I register for the test(s)?

<table>
<thead>
<tr>
<th>Praxis Core Tests</th>
<th><a href="http://www.ets.org/praxis">www.ets.org/praxis</a> (click &quot;Register for a Test&quot; under Quick Links), and know in advance if you are taking it combined or separate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td><a href="http://www.act.org">www.act.org</a> (click on dropdown menu &quot;Information for -&quot; and select Students + Parents, scroll down and click on See All Test Dates, Online Registration will be on the left toolbar)</td>
</tr>
</tbody>
</table>

What is the length of each test?

<table>
<thead>
<tr>
<th>PRAXIS Core Tests</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math, Reading, Writing Combined – 300 minutes (5 hrs.)</td>
<td>175 minutes</td>
</tr>
<tr>
<td>Math – 85 minutes</td>
<td>*Each section of the ACT takes between 30-60 minutes</td>
</tr>
<tr>
<td>Reading – 85 minutes</td>
<td></td>
</tr>
<tr>
<td>Writing – 100 minutes</td>
<td></td>
</tr>
</tbody>
</table>

What if I need accommodations?

<table>
<thead>
<tr>
<th>Praxis Core Tests</th>
<th><a href="http://www.ets.org/praxis/register/disabilities">www.ets.org/praxis/register/disabilities</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td><a href="http://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html">www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html</a></td>
</tr>
</tbody>
</table>
# PRAXIS CORE ACADEMIC SKILLS FOR EDUCATORS TESTS

## WHAT SHOULD I KNOW ABOUT THESE TESTS?

These tests measure academic skills in reading, writing, and mathematics. They were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs. All skills assessed have been identified as needed for college and career readiness. The tests are delivered on computer and may be taken either as three separate tests on separate days or as one combined test. The combined test code is 5751.

### CORE ACADEMIC SKILLS FOR EDUCATORS: READING (TEST CODE: 5712; QUALIFYING SCORE: 156)

The Core Reading test includes sets of questions that require the integration and analysis of multiple documents, as well as some alternate response types, e.g., select-in-passage.

<table>
<thead>
<tr>
<th>Time</th>
<th>85 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Questions</td>
<td>56 selected-response questions</td>
</tr>
<tr>
<td>Format</td>
<td>Selected-response questions based on reading passages and statements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content Categories</th>
<th>Approximate Number of Questions</th>
<th>Approximate Percentage of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Ideas and Details</td>
<td>17-22</td>
<td>35%</td>
</tr>
<tr>
<td>Craft, Structure, and Language Skills</td>
<td>14-19</td>
<td>30%</td>
</tr>
<tr>
<td>Integration of Knowledge and Ideas</td>
<td>17-22</td>
<td>35%</td>
</tr>
</tbody>
</table>

### CORE ACADEMIC SKILLS FOR EDUCATORS: WRITING (TEST CODE: 5722; QUALIFYING SCORE: 162)

The Core Writing test assesses both argumentative writing and informative/explanatory writing, and will contain one writing task for each writing type. In addition, multiple-choice questions will be added to address the importance of research strategies and assess strategies for revising and improving text.

<table>
<thead>
<tr>
<th>Time</th>
<th>100 minutes total: 40-minute selected response section and two 30-minute essay sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Questions</td>
<td>40 selected-response questions and two essay questions</td>
</tr>
<tr>
<td>Format</td>
<td>Selected-response questions involving usage, sentence correction, revision in context, and research skills; 2 essay topics as the basis for writing samples</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content Categories</th>
<th>Approximate Number of Questions</th>
<th>Approximate Percentage of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Types, Purposes, and Production</td>
<td>6-12 selected-response; 2 essay</td>
<td>60%</td>
</tr>
<tr>
<td>Language and Research Skills for Writing</td>
<td>28-34 selected-response</td>
<td>40%</td>
</tr>
</tbody>
</table>

### CORE ACADEMIC SKILLS FOR EDUCATORS: Math (TEST CODE: 5732; QUALIFYING SCORE: 150)

The Core Mathematics test includes numeric entry and multiple choice questions, and will also offer an on-screen calculator to help ensure that questions are testing mathematical reasoning by reducing the change that a candidate’s wrong response comes from a simple arithmetic error.

<table>
<thead>
<tr>
<th>Time</th>
<th>85 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Questions</td>
<td>56</td>
</tr>
<tr>
<td>Format</td>
<td>Selected-response questions—select one answer choice; selected-response questions—select two or more answer choices; numeric entry questions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content Categories</th>
<th>Approximate Number of Questions</th>
<th>Approximate Percentage of Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and Quantity</td>
<td>17</td>
<td>30%</td>
</tr>
<tr>
<td>Algebra and Functions</td>
<td>17</td>
<td>30%</td>
</tr>
<tr>
<td>Geometry</td>
<td>11</td>
<td>20%</td>
</tr>
<tr>
<td>Statistics and Probability</td>
<td>11</td>
<td>20%</td>
</tr>
</tbody>
</table>
**Test Preparation**

**Praxis Core Academic Skills for Educators Tests**

The *Praxis* tests are demanding enough to require serious review of likely content, and the longer you have been away from the content the more preparation you will most likely need. If it has been longer than a few months since you've studied your content area, you will want to make a concerted effort to prepare for the *Praxis* tests.

1. **Collect study materials.**
   - Obtaining and organizing your materials for review are critical steps in preparing for the *Praxis* tests. Consider the following reference sources as you plan your study:
     - Did you take a course in which the content area was covered? If yes, do you still have your book(s) or your notes?
       - Core Mathematics: MATH 1010, MATH 1710
       - Core Writing: ENGL 1010, ENGL 1020
     - Does your college library have a good introductory college-level textbook in this area?
     - Does your local library have a high school-level textbook?

2. **Plan and organize your time.**
   - You can begin to plan and organize your time while you are still collecting materials. Allow yourself plenty of time to review so you can avoid "cramming" new material at the end.
   - Choose a test date far enough in the future to leave you plenty of preparation time.
   - Work backward from that date to figure out how much time you will need for review.
   - Set a realistic schedule and stick to it.

**Free *Praxis* Core Academic Skills for Educators Test Preparation Material**

<table>
<thead>
<tr>
<th>Subject / Resource</th>
<th>Website</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics—ETS Study Companion</td>
<td><a href="http://www.ets.org/s/praxis/pdf/5732.pdf">www.ets.org/s/praxis/pdf/5732.pdf</a></td>
<td>Personalized study plan, study topics, sample test questions, test tips, understanding scoring, what to expect on test day</td>
</tr>
<tr>
<td>Writing—ETS Study Companion</td>
<td><a href="http://www.ets.org/s/praxis/pdf/5722.pdf">www.ets.org/s/praxis/pdf/5722.pdf</a></td>
<td>Personalized study plan, study topics, sample test questions, test tips, understanding scoring, what to expect on test day</td>
</tr>
<tr>
<td>Reading—ETS Study Companion</td>
<td><a href="http://www.ets.org/s/praxis/pdf/5712.pdf">www.ets.org/s/praxis/pdf/5712.pdf</a></td>
<td>Personalized study plan, study topics, sample test questions, test tips, understanding scoring, what to expect on test day</td>
</tr>
<tr>
<td>Mathematics—Khan Academy Instructional Support Videos and Exercises</td>
<td><a href="http://www.ets.org/s/praxis/pdf/khan_academy.pdf">www.ets.org/s/praxis/pdf/khan_academy.pdf</a></td>
<td>Videos and exercises to support test preparation. Each topic included in the test is mapped to a video and an exercises that may help students prepare to answer questions related to that topic.</td>
</tr>
<tr>
<td>MTSU College of Education Resource (all subjects)</td>
<td><a href="http://www.mtsu.edu/education/core.php">www.mtsu.edu/education/core.php</a></td>
<td>Test preparation materials purchased by the College of Education for pre-candacy and candidate students. Students can access practice modules and practice tests.</td>
</tr>
<tr>
<td>Praxis Core for Dummies (all subjects)</td>
<td><a href="http://www.dummies.com/test-prep/praxis">www.dummies.com/test-prep/praxis</a></td>
<td>Online lessons, general questions, budgeting time while taking the tests, how-to basics (registering, preparing, etc.), practice topic questions</td>
</tr>
<tr>
<td>Mometrix Test Preparation (all subjects)</td>
<td><a href="http://www.mometrix.com/academy/praxis-test/">www.mometrix.com/academy/praxis-test/</a></td>
<td>Practice test, study guide, flashcards, FAQ, general questions</td>
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**Free ACT Test Preparation Material**

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<tbody>
<tr>
<td>Free Practice, study guides, flashcards</td>
<td><a href="http://uniontestprep.com/act">http://uniontestprep.com/act</a></td>
</tr>
<tr>
<td>Blog of suggested test prep websites</td>
<td><a href="http://www.collegereactor.com/getting-in/articles/act-sat/7-free-resources-for-act-sat-test-prep/">www.collegereactor.com/getting-in/articles/act-sat/7-free-resources-for-act-sat-test-prep/</a></td>
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<tr>
<td>Test preparation courses</td>
<td><a href="http://www.princetonreview.com/college/free-act-practice-test#/practice">www.princetonreview.com/college/free-act-practice-test#/practice</a></td>
</tr>
</tbody>
</table>
**NEED TO KNOW TERMS AT MTSU: GLOSSARY**

**Academic advisor:** Academic advisors are available to answer questions from any faculty member or student, but they specialize in helping students with the selection of majors, minors, and courses. They also play pivotal roles in CUSTOMS and registration.

**Academic Map:** A suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. It serves as a general guideline to help build a full schedule each semester. This contains requirements necessary for timely progress to complete a major and is designated to keep you on track to graduate in four years. These maps are found in the MTSU catalog.

**Academic Fresh Start:** Allows students who have not been enrolled in a college or university for a period of at least four years to remove grades of F from transcripts. If they meet that criteria and are readmitted or admitted as a degree-seeking student, they may request an Academic Fresh Start after completing the: Academic Fresh Start Application, preparing a degree plan with an advisor, and also receiving approval from the appropriate college advising manager. The student’s permanent record will remain a record of all work; however, courses taken and previously failed will be excluded from the GPA calculation. Courses with a D grade will also be excluded when a grade of C or better is required in the student’s current major. This policy is independent of financial aid regulations.

**Candidacy:** Set of academic requirements a student must meet in order to progress in the major/program of study. Student typically will apply for candidacy through a specified application process. Not all programs require candidacy.

**Catalog (Undergraduate):** A listing of undergraduate courses, regulations, policies, and procedures that can be found on the MTSU website. It is a description of all of the courses that are offered here on campus or online. You can view the catalog on the web by going to catalog.mtsu.edu/index.

**CLEP Testing (College Level Examination Program):** Computer-based testing that allows students to earn college credit by getting qualifying scores. All results are submitted to and evaluated by the Offices of Admissions and Records, who post credits on students’ transcripts. CLEP credits do not affect students GPA.

**Co-Requisite:** A course that must be taken at the same time as another related course (e.g. BIOL 1030 AND BIOL 1031).

**College of Education:** The College of Education houses a premier teacher preparation program and is characterized by nationally accredited intensive programs that provide knowledge and skills necessary for success in other professional roles in education. The College of Education houses two departments, Elementary & Special Education and Womack Educational Leadership.

**Course Number:** A number assigned to a course that you will use when registering for your classes.

**Course Registration Number (CRN):** A five digit number that identifies each individual course offered during a semester.

**Credits:** The semester hour is one unit of credit at MTSU. One credit hour represents the satisfactory completion of one 50-minute class period per week (or the equivalent) for a semester and all required preparation. Most traditional lecture courses at MTSU carry 3 hours of credit. Other courses such as labs, shop, and studio classes carry one hour of credit for each two hours per week of attendance.

**Dean:** The head of a division of a college.

**Dean’s List:** Full-time undergraduate students with a GPA for the current semester of 3.50 or greater

**Department:** Areas of study have a department chair who is responsible for the functions of that department. There are five departments and one school that make up the College of Behavioral and Health Sciences (see college for department list).

**Distance Learning:** Online course taught at MTSU by an MTSU instructor. Instruction formats may include video conferencing, telecourses, correspondence courses, and online courses.

**Drop Class:** Utilize Pipeline or a drop/add form to withdraw from a course.

**Electives:** Courses that are not required for a student’s major.

**Experiential Learning Course (EXL):** A learning experience where students develop knowledge and skills from direct experiences and is not held in the traditional academic setting.

**Faculty:** Professors of different ranks who are employed by a university to teach students.
Faculty Advisor/Mentor: College of Education students that are admitted to the Teacher Education Program are assigned a Faculty mentor. This mentor is a professor in your major and is a great resource for career- and internship-related questions.

Failure to Attend (FA): If a student stops going to class and fails to drop the class. This will be recorded on the student’s permanent record and could also have financial consequences. Check with your advisor for further information.

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act gives students certain rights with respect to their education records. Students must be given notice of their rights under FERPA and the types of personally identifiable information considered as directory information. Students can request to view their education records through the Registrar’s Office, SSAC.

Financial Aid Suspension: Students should know the difference between a financial aid suspension due to unsatisfactory progress and an academic suspension based on grades and GPA. A financial aid suspension means the student can still attend MTSU but will not receive financial aid. An academic suspension means the student cannot attend MTSU for the length of the suspension even if eligible for financial aid. These are two different suspensions, with two different appeal processes that are independent of each other.

First-Generation Student: A student who is the first student in their immediately family to attend college.

Freshman: A student who has earned 0–29 credit hours.

Full-Time Student: A student who is enrolled in at least 12 credit hours.

General Education Classes (Gen Eds): Required classes that give students basic knowledge of common core classes (math, English, science and history).

Honors Advisor: Assists students with Honors College requirements, including the thesis process and applications to national scholarships such as the Fulbright and Goldwater

Honors Courses: Courses in general studies as well as in major studies. These classes are designed to give students the feel of a small college setting while attending a large university; as a result, class enrollment is kept smaller.

Intent to Graduate: Form showing that the student intends to graduate and is on track for graduation. The student turns this in to the graduation coordinator at least two semesters prior to the planned graduation date.

Junior: A student who has earned 60–89 credit hours.

Lower-Division Courses: Courses in the 1000 and 2000 range. Typically freshman and sophomore level.

M Number: This is the number students are issued when accepted to MTSU. It is found on your student ID. Students should always provide this number when communicating with an advisor. Students are given one M number to be used throughout while attending MTSU.

Minor: Most majors require minors (the College of Education does not). Minors range from 15 to 30 credits. Some majors have restrictions on what minors can be chosen. Specific requirements for minors are found in the department descriptions in the catalog.

Minor Advisor: If you have a minor, you will need a minor advisor

Override Permit: Also known as a POD (Permission of Department). Is given by the department so a student can take a course even if they have not met the requirements such as prerequisite, co-requisite, class standing, grade point average, or major/minor

Part-Time Student: A student who is enrolled in 11 credit hours or fewer

Pass-Fail: Certain courses at MTSU (as noted in the catalog) are graded on the pass/fail basis. The grades of P or F are given in such courses. In the calculation of GPAs, a P grade earns hours toward graduation but the GPA is not affected one way or the other.

PIE Form (Partners in Education): A form that allows parents/guardians access to the student’s information. Students can revoke or have the form revised or added to their student record.

Pipeline: The official “Gateway to MTSU Campus.” On here you can register for classes, pay fees, check your email, keep a calendar, and access your personal data

Prerequisite: This is a course that must be completed prior to attempting a more advanced course.
Prescribed Courses (K Course): Prescribed courses are denoted with the letter K. Students enrolled in prescribed courses are provided additional academic support and awarded college credit for those courses pending successful completion of the course(s).

Priority Registration: Date and time that students are allowed to register. Honors students, military students and students with disabilities are given the earliest registration dates and times. Then, continuing students will be allowed to register based on their number of earned credit hours completed.

Probation: An undergraduate student failing to meet one of the following standards during any term will be placed on academic probation for the subsequent term:

- attain a 2.00 GPA for the current semester, or
- meet one of the following retention standards:
  - if you have 0–29.99 GPA hours, you need a 1.50 overall combined GPA
  - if you have 30–49.99 GPA hours, you need a 1.80 overall combined GPA
  - if you have 50 or more GPA hours, you need a 2.00 overall combined GPA
  - If you are on academic probation and don’t meet one of the above standards the next term in which you’re enrolled, you will be will be suspended. The first time you are suspended, it’s for one semester (not including summer) and any subsequent suspensions will be for two semesters (not including summer). Students previously suspended are not eligible for probationary status and will be suspended again each semester you don’t meet the retention standards.

Provost: Provides leadership and management to support instruction, research, public service, institutional effectiveness, international affairs, and student success.

RA (Resident Assistant): Trained peer leaders who supervise those living in a residence hall or group housing facility.

Registrar: Provides grade reporting, transcripts, graduation status, and veterans enrollment information to the MTSU community.

Senior: A student who has earned at least 90 credit hours.

Sophomore: A student who has earned 30–59 credit hours.

Student-Athlete Advisor: Aids students with course selection and NCAA eligibility requirements.

Supplemental Instruction (SI): Supplemental instruction is a peer-assisted study and learning method provided free of charge to students in historically challenging courses at MTSU. SI is a non-remedial approach to learning and understanding that significantly increases student performance and long-term success.

Suspension: If a student is suspended, any future registration is purged and the student cannot attend MTSU for the length of the suspension. A student can appeal a suspension. For information about Financial Aid Suspension, see Financial Aid Suspension.

Syllabus: A document which gives clear expectations and responsibilities for a course. It provides students with clear course objectives, requirements, and policies. It should also give the dates of exams, projects, and any assignments that the student will be expected to complete.

TRIO/SSS Advisor: Serves students within the TRIO/SSS program.

Undergraduate Student/Undergraduate Studies: A student enrolled in the University who will be obtaining a bachelor’s degree.

Upper-Division Courses: Courses in the 3000 and 4000 range. Typically Junior- and Senior-level courses.

Withdraw: This is done officially by either contacting MT OneStop or your advisor. The date that you withdraw will impact the grade you get, and there are financial consequences that you will need to be aware of as well.
How to Apply to the Teacher Education Program

First, you must meet all program requirements (see page 7). These requirements are set by the State Department, so there are no exceptions.

• Three favorable recommendation forms (forms are found at the bottom of www.mtsu.edu/education/admission.php)
  - College of Education faculty member
    - A faculty member teaching academic courses in one of the following: ELED, READ, SPED, YOED, MLED, or ECE.
  - Non-Education faculty member
    - A faculty member teaching academic courses in any department of the University other than those listed above,
  - Teacher Practitioner (PreK-12)
    - A teacher or administrator in a public school system grades PreK-12.

• Background Check Authorization Form (forms are found at the bottom of www.mtsu.edu/education/admission.php)
  - Noncriminal Justice Applicant’s Privacy Rights form (pg. 1)
  - VECHS Waiver Agreement and Statement (pg. 2-3)

• Completed background check and fingerprinting (see page 15 for detailed instructions)
  - Keep receipt for personal records

• Completed application (application is found in the middle of www.mtsu.edu/education/admission.php)
  - Scan and save recommendation forms and background check authorization forms to attach to application.

If you have questions with your application, contact Quinton Goodman at Quinton.Goodman@mtsu.edu
Instructions for Obtaining Background Check for Entry into the Middle Tennessee State University Teacher Education Program


1. Click on "For New Appointments"

2. Click "Schedule a New Appointment" Button

3. Enter the Service Code: 28TY6K (Child-Related Worker Private)

4. Application Details:
   - O.R.I. Number: TNCC75022
   - You have selected OFFICE OF PROFESSIONAL LAB EXPERIENCES: Click Yes
   - The zip code for MTSU is 37132 if you want a location close to campus. If you want to get fingerprinted closer to where you live or work enter that zip code instead.

5. Applicant Information: Fill out the required fields. Items marked with an * are required. Under the "Applicant Home Address" heading the required field "Number" is your house number. For example, for if you lived at 601 College Street, in the "Number" field you would type 601 and in the "Street Name" field you would type College Street. The field for "Applicant Employer Information" is not required so you can leave this field blank.

6. Information Verification: Check for accuracy and edit any incorrect information.

7. Payment Collection: Please be advised all credit card payments must be made on-site at the time of the fingerprinting session. The cost is $35.15.

8. Bring a valid driver's license or state issued ID card and your preferred method of payment to the site where you scheduled your appointment.

9. Upon completion your results will be sent directly to the Middle Tennessee State University.
Instructions for Obtaining Background Check for Entry into the Teacher Education Program (cont.)

Primary Documents
As a primary form of picture identification, a state-issued driver’s license may be presented by an applicant when being fingerprinted.

For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license. However, in the absence of a new driver's license applicants may provide one or more Secondary Documents including:

State Government Issued Certificate of Birth
US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
Passport
Social Security Card
Certificate of Citizenship (N560)
Certificate of Naturalization (N550)
INS I-551 Resident Alien Card Issued since 1997
INS 1-688 Temporary Resident Identification Card
INS I-688B, I-766 Employment Authorization Card
Secondary Documentation must be supported by at least two of the following:

Utility Bill (Address)
Voter Registration Card
Vehicle Registration Card/Title
Paycheck Stub with Name/Address
Canceled Check or Bank Statement
Social Security Card

Additional Forms

All students are required to have a TBI Background Check cleared and on file in the College of Education's Office of Professional Laboratory Experiences.

Volunteer and Employee Criminal History (VECHS) Agreements, from the Tennessee Bureau of Investigation, in order for your TBI Criminal History Report to be released to our office, you must read, complete and sign the VECHS Waiver Agreement and Statement.

Noncriminal Justice Applicant's Privacy Rights, you must read, complete and sign the Noncriminal Justice Applicant's Privacy Rights form

You download the VECHS Agreement, Noncriminal Justice Applicant's Privacy Rights form by clicking here.
How to Register for the Praxis® Core Academic Skills for Educators Tests

Students must first create an account with personal information, including social security number. Be sure to keep track of your username and password, because you will need to use your sign in information again.

1. Visit www.ets.org/praxis
2. Click on Register for a Test
3. Scroll down to Register Online Now >
4. You will be sent to My Praxis® Home
5. Click on Register for a Praxis Test found under Registrations and Orders
   a. Read through the terms and conditions concerning test administration, fee payment, and score reporting.
      If you agree to the terms, click “I Agree.”
7. Confirm your account, or make changes as necessary.
8. Click Continue.
9. Complete Background Information.
   a. Are you or have you ever been enrolled in a teacher education program?
      Never
   b. Your teaching status is:
      Planning to enroll or enrolled in teacher education program
   c. Which of the following best describes your teacher preparation program?
      Undergraduate teacher education program (B.A. or B.S.)
   d. Undergraduate major field (select ONLY ONE):
      201 – Early Childhood Education
      202 – Elementary Education
      001 – Middle School
      704 – Special Education
10. Click Continue.
11. Search Tests
   a. Certifying State or National Agency – Select Tennessee
   b. State Agency: - Select Tennessee State Department of Education
   c. Click Search
12. Select Tests (select test(s) in which you plan on taking at this registration time)
   a. Core Academic Skills for Educators: Combined (5751) – 300 minutes
   b. Core Academic Skills for Educators: Mathematics (5732) – 120 minutes
   c. Core Academic Skills for Educators: Reading (5712) – 120 minutes
   d. Core Academic Skills for Educators: Writing (5722) – 150 minutes
13. Click Continue.
14. Confirm selected test(s).
15. Click Schedule Computer Test(s).
16. Find a Test Center by U.S. Zip Code or by Location
   *Complete test(s) in the state of Tennessee so that your test scores are automatically sent to the State Department of Education
17. Select a Test Center – you may take the test anywhere in the State of Tennessee.
   a. Select Location
   b. Click Continue
18. Schedule Test Date and Time (selected test(s) will be in the page title)
   a. View and select test date on calendar
   b. View and select available times
      *Make sure the date and time does not interfere with your class, work, or personal schedule!

19. Confirm Your Testing Information
20. Click Confirm and Continue.

21. Identify Your Attending Institution
   a. Name: Middle Tennessee State University
   b. Code: 1466
22. Click Continue.

23. Send Scores to Your Attending Institution
   a. YES
24. Click Continue.

25. Add a Score Recipient
   a. If you think you may transfer, add school name.
   b. If you are in the process of completing your A.S.T., add both MTSU and the school in which you are earning your A.S.T.
26. Click Continue.

27. Test Preparation (Optional)
   a. You may purchase additional test preparation materials from ETS, but it is not required. The College of Education Advisors are more than happy to help you find free and very helpful test prep resources.
28. Click Continue.

29. Review Your Order.
30. Click Continue.

31. Payment Method
   a. Read through the terms of agreement for registration policies.
   b. If you agree, click the box.
32. Click Checkout.
33. Complete Payment Method.
Time Management and Organization

Managing your time in college and staying organized in college is one of the hardest things you will do. It is so easy to get distracted by social media, Netflix, and your friends, but the majority of successful college students will tell you that the reason they were so successful is due to their time management and organization.

How to stay organized and manage your time:

1. HAVE A PLAN.

College students really need to be utilizing planners and scheduling their weeks, at the very least so they can begin to visualize what they need to get done in the coming days.

How do you use a planner?

- Pull out all of your syllabi and copy down every single due date, quiz, exam, and final into your planner. This will take a while, but will be so worth it in the end.
- Write down your work schedule for every single week, or week by week, depending on how work is scheduled.
- If you have recurring meetings for clubs and/or study groups, write them in every single week.
  - Even if you know your meeting is at the same time every Wednesday, it’s important to copy it down so each week when you look at your planner, you’ll be able to visualize that you’ll have less free time on that specific day.

2. LEAVE

Whether you live at home, in an apartment, or in a dorm, leave. If you have a ton of work to do you do not want to be surrounded by distractions. If you can’t leave your living space for whatever reason, try to get your work done in a quiet, organized area. Chaos is so distracting!

3. GET AN ACCOUNTABILITY BUDDY

If you have a friend taking the same classes as you, study with them at an assigned time. This is going to give your day some extra structure, keep you on track, and you won’t be able to blow it off to procrastinate.

As a word of caution, though, make sure that your buddy is someone that you’re going to be able to focus with, and someone who is as dedicated as you are. If your buddy doesn’t really care or is prone to goof off, you might be better off studying alone.

4. SCHEDULE FLEXIBILITY AND BREAKS

Managing your time is not the same thing as being super strictly scheduled. Those that know what they are going to do from the moment they wake up to the moment they go to sleep just seems miserable.

Knowing what you are going to do and a vague time frame of when you’re going to get it done takes a lot of pressure off you. On the other hand, if you schedule your days too strictly, if one little thing goes wrong, the rest of your day will be behind and stressful.
5. FOCUS ON YOUR HEALTH

Physical, mental, emotional, all of it. If something is off – get help. Whether you’re not making time to go to the doctor for a bad cold, or you feel like the world is collapsing around you – you’ll be more productive if you get things under control.

If any aspect of your health is lacking – you’re going to feel it in so many ways. You’ll be working less efficiently, focusing is going to be more difficult, and you won’t have the energy that you otherwise would.

Ways to focus on your health:

- Sleep – aim for 8 hours a night – even if it seems impossible.
- Eat well – try to avoid fast food for every meal and concentrate on getting good carbs, good fats, and protein.
- Get your blood pumping – Even if you do not like working out, move around a bit. Get up from your work space and walk around your building. Make sure you are not sitting for long periods of time.
- Get help when you need it. Many students brush away emotional issues and later suffer from them. If you even think something might be off, it’s worth going to talk to someone at least once (and it’s free on campus!).
- Set a routine. If you are having mental/emotional problems and they are keeping you from being able to focus, establish a routine. Make your bed every morning, in a strange little way, little routine items will let you start out the day in control and in routine.

6. USE YOUR OWN VERSION OF THE POMODORO TECHNIQUE!

At the very root of things, the Pomodoro Technique is a time management technique that has you working for a set amount of time, and then taking a break for a set amount of time.

To set mine up I first started a timer and then started to work, as soon as I felt myself getting way to distracted I checked and saw that I was able to work focused for 24 minutes. I cut that in half and decided for every 24 minutes I worked I’d get a 12 minute break.

Now the Pomodoro Technique has a specific timing schedule, but I really liked the idea of setting my own based on my focus.

Balancing Your Schedule

Keep in Mind:

- Study time – 1:3
  - (Inside of class: Outside of Class)
- Commute time
- Work
- Personal/Family Obligations
- “Me” time
- Your strengths and Preferences