THE ADVISING PROCESS

STEPS FOR ADVISING
1. Declare a major. Meet with your academic advisor in order to change your major.
2. You will receive a “Welcome to Speech-Language Pathology & Audiology” letter from the Executive Aide (898-2661) for this area, informing you of your academic and faculty advisor and how to get in touch with them.
3. Meet with your academic advisor first and then meet with your faculty advisor. If this will be your first semester at MTSU, you will need a PIN before you can register. If you have been advised and are unable to register, please call the Executive Aide. She will ensure that Emily Straker-Barak, College of Behavioral & Health Sciences, has entered your PIN.
4. An Academic Map, breakdown of classes and semesters they are to be taken, will be created for you at your first advising meeting, academic or faculty.
5. Register for the advisor-recommended classes on Pipeline. **DO NOT TAKE CLASSES OUT OF ORDER – FOLLOW YOUR ACADEMIC MAP!**
6. Meet with your academic advisor as needed or requested by them. **If you receive financial or scholarship assistance, you MUST meet with your academic advisor before retaking courses and/or needing to change your Academic Map.**
7. Meet with your faculty advisor every semester, even if you are a senior. Bring your advising folder and a current degree audit from Pipeline to this meeting. Do not skip class to meet with your advisor.
8. As soon as you decide on a minor, have your minor advisor sign the upper division form.
9. Three semesters before graduation turn in your upper division form and intent to graduate form. This is to be turned in to Angel Bowman in CKNB 108. The list of deadlines for each semester can be found on the web at www.mtsu.edu/registration/registration-guide.php. Click on “Registration Guide Document.” The intent to graduate form can be found at www.mtsu.edu/records/docs/intentform.pdf.

POD (PERMISSION OF DEPARTMENT)
1. Some of the reasons a POD may be necessary for you to register for a class are if prerequisites are needed or there is a college or program restriction on registration. **If a class is full, you should sign up for the waitlist.**
2. **Ask the professor teaching the CDIS class for the POD.** If approved, the Executive Aide will enter it and then send you an email to let you know that this has been done. Speech Pathology and Audiology faculty cannot request a POD for another department. If you require a POD outside the major, contact the department that offers the course.
3. **If we are entering a “POD” for you to register for a class you will not see a reference to this online. You cannot register the usual way for a class with a POD. You must go to Pipeline, Student, Registration, Add or Drop Classes, Select Term, and then enter CRN.**