TIPS FOR ADVISEES

- **ACADEMIC ADVISING IS IMPORTANT!**
  - See “The Advising Process” form for detailed info on the advising process, as well as an explanation of PODs (Permission of Department) and how they work.
  - Stay in touch. Meet with your advisor EVERY semester! This includes graduating seniors. However, DO NOT SKIP CLASS to meet with your advisor!
  - If you receive financial or scholarship assistance, you MUST meet with your Academic Advisor before retaking courses and changing your Academic Map.
  - Do you have an advising folder? Bring it with you to all of your advising appointments with a current degree audit from Pipeline.
  - Know your own course of study: Are you on the regular course of study (yellow), accelerated track, (pink) or extended track (green)?
  - Have you changed/declared a major? Minor? To do so, you will need to meet with your academic advisor.
  - As soon as you decide on a minor, have your minor advisor sign the upper division form.
  - Turn in your upper division form and intent to graduate form three semesters before graduation. The list of deadlines for each semester can be found on the web at [http://www.mtsu.edu/registration/registration-guide.php](http://www.mtsu.edu/registration/registration-guide.php). The intent to graduate form can be found at [www.mtsu.edu/records/docs/intentform.pdf](http://www.mtsu.edu/records/docs/intentform.pdf).

- **KNOW YOUR REQUIREMENTS TO MAKE PROGRESS IN THE MAJOR:**
  - The GPA requirement for clinical methods is 2.8 (see catalog statement).
  - If your GPA falls below 2.8, you cannot continue on the accelerated track.

- **BE INVOLVED!!!**
  - Join NSSLHA!! Consider joining TAASLP. “Like” us on Facebook – “MTSU Communication Disorders/NSSLHA.”
  - Check the bulletin boards and your e-mail frequently for important information.

- **PLAN FOR THE FUTURE:**
  - Set your goals high. Grad schools are looking for students with a GPA of 3.5 or better and a competitive GRE score.
  - Contact the Career and Employment Center (898-2500) for assistance with résumés, cover letters, grad school applications, and job-seeking issues.
  - Take several practice GRE tests. Take the GRE the Summer/Fall of your senior year (you can only take it once a month).
  - Contact graduate schools for information and to arrange visits in the Summer/Fall of your senior year.
  - Request recommendation letters for grad schools by November 1st. Do not forget to write thank you notes to the instructors writing your rec. letters.
BEGIN NOW DEVELOPING YOUR PROFESSIONAL ATTITUDE/DEMEANOR/CONDUCT!

- Plan ahead: Arrive on time to class and all appointments.
- Turn in all work by the assigned deadlines.
- Accept constructive feedback gracefully. Provide constructive feedback to faculty and students in a respectful manner.
- Please do not enter a classroom while a student is presenting. Wait for a break, or until that student is finished.
- Respectfully attend to the classroom activity that is underway in all your classes; refrain from reading or studying other subjects during faculty and student presentations.
- Please respect your professors and fellow students; save “visiting” for after class.
- Do not pack up your books until the instructor signals the class is over.
- Guidelines for cell phones:
  - Cell phones should be put away and sounds turned off during class time. Text messaging during class is unacceptable.
  - Under no circumstances should students use their cell phones during clinic.
- Adopt a professional style for emails. Include your full name and M#. When inquiring about a course include the course name and CRN so that your faculty knows exactly to which course you are referring.
- When leaving a phone message please enunciate your name and number clearly, and repeat both at the end of your message. Don’t mumble please.
- Introduce yourself to faculty when meeting with them before or after class at the beginning of the semester, before they’ve had a chance to become familiar with everyone.