

# RESOURCES: A TO Z

## Absences

If you know in advance that you will be unable to attend a particular class(es) for **an extended period of time**, you should make every effort to contact the professor of each class that will be missed. If emergency circumstances prevent you from contacting the professor or department, you may contact the MT One Stop to have them send instructor notification on your behalf. It is your responsibility to provide any documentation concerning the absence. An excused absence can be authorized only by the instructor in a particular class. (See also Attendance)

**For more information:** Your professor/professor's syllabus

Emergencies:

MT One Stop

Student Services and Admissions Center, 898-2111

[www.mtsu.edu/withdraw](http://www.mtsu.edu/withdraw)

## Academic Misconduct

Middle Tennessee State University strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, MTSU expects each student to complete assignments that are original and reflective of that individual student. Academic integrity is an essential component of a quality education. When students participate in behavior that is considered to be academic misconduct, the scholarly value of their education is lessened and their academic careers are jeopardized. Academic misconduct includes, but is not limited to, plagiarism, cheating, and fabrication.

1. **Plagiarism.** The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another exercise and uses it without proper citation of its reuse.
2. **Cheating.** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes unapproved collaboration, which occurs when a student works with others on an academic exercise without the express permission of the professor. The term academic exercise includes all forms of work submitted for credit or hours.
3. **Fabrication.** Unauthorized falsification or invention of any information or citation in an academic exercise.

If you have a question about an assignment, please ask your professor. Any cases of academic misconduct will be reported to the Office of Academic Affairs. Remember—ignorance is NOT a defense.

**For more information:** Office of Academic Affairs

CAB 211, 898-2533

Student Code of Conduct

[www.mtsu.edu/stuaff/PDF/rights.pdf](http://www.mtsu.edu/stuaff/PDF/rights.pdf)

## Academic Standing and Grades

Students may view their grades and academic standing online each semester by selecting the appropriate option on RaiderNet. Grades and academic standing for the current term and the two previous terms are displayed. Students may also request a transcript for a complete record of grades. No student may view grades on RaiderNet until all debts or obligations owed to MTSU have been satisfied. Students with holds may come to MT One Stop with a photo ID to be informed of their grades.

It is the student's responsibility to be aware of grades and academic standing. Academic standing could be good standing, probation, or suspension; and it is calculated at the end of each term after grades are received, repeats marked, and GPA calculated. Grade changes are processed daily and email notifications of the grade changes are sent to the student's and faculty's MTSU email addresses. Once the next semester begins, academic standing is not recalculated, even if grade changes are received, unless a University error was made.

1. An email is sent to the student's MTSU email address if he or she is placed on probation or suspension, but a student should always check his/her academic standing on RaiderNet after each semester. If a student is placed on probation, the student must attain a 2.00 GPA in the next term or increase the cumulative 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
2. A student on academic probation who does not meet **either** the current term GPA **or** overall GPA in the above standards during the next term enrolled will be suspended.
3. 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 (see the Academic Suspension Appeals section for more details). Students should also be aware of 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; however, the student 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, and there are two different appeal processes that are independent of each other.
4. If a transfer student is admitted on probation or has been previously suspended from another school, then the above standards must be met.
5. **Students previously suspended are not eligible for probationary status.**

## Academic Suspension Appeals

MTSU is committed to helping students achieve their academic goals. However, some students fail to maintain an adequate grade point average and are academically suspended.

1. Emails regarding academic suspension and probation are sent to students' MTSU email addresses (mtmail.mtsu.edu) Students should check their MTSU email and academic standing on RaiderNet after all grades are posted and the GPA is calculated.

2. Students who wish to appeal an academic suspension must complete the Academic Suspension Appeals Form and submit any documentation by the published deadline. The Academic Suspension Appeals Form (undergraduates) may be found at [www.mtsu.edu/grades-and-transcripts/academic-probation.php](http://www.mtsu.edu/grades-and-transcripts/academic-probation.php).
3. There is a filing deadline for appeals before the beginning of classes each semester. Students appealing for fall term can appeal at the summer or fall meeting (not both). Appealing for the fall term at the May meeting allows students to receive the committee's decision in May rather than having to wait until August. Students should contact the Registrar's Office for the deadline date applicable to each semester, refer to the current registration guide, or access the Registrar's Office home page at [www.mtsu.edu/records](http://www.mtsu.edu/records). Students are responsible for being aware of their academic standing.
4. Academic appeals for undergraduate students will be reviewed by an Academic Appeals Committee and consideration will be given for readmissions if the student presents adequate evidence of ability, maturity, and motivation.

The Academic Appeals Committee decides if the suspension stands or if students can be readmitted. Conditions that this committee might impose, if students are readmitted, could be limiting credit hours to 8 or 14 for the semester and/or requiring them to see their college advisor. **This committee's decision is final and only applies to the semester for which the student appealed.** Readmission by the Academic Appeals Committee does not imply reinstatement of financial aid, if applicable. The Academic Suspension Appeals Form may be obtained at the MT One Stop or on the web at [www.mtsu.edu/grades-and-transcripts/academic-probation.php](http://www.mtsu.edu/grades-and-transcripts/academic-probation.php).

**For more information:** MT One Stop, 898-2111  
Registrar's Office, 898-5690

## Adding and Dropping Classes (How to Register)

1. Log into **PipelineMT**, click on the **RaiderNet** tab then on the **Student** tab, and select **Registration**.
2. Click on **Registration Status** and select the desired term to view holds, academic standing, classification, etc. Select **Assigned Registration Time** to view your day and time to register.
3. Go back to the **Registration** menu and click on **Add or Drop Classes**; select **Term**, if needed.
4. On the Add or Drop page, scroll down and enter course reference numbers (CRNs) in the boxes, starting from the left. You can enter one CRN at a time or multiples. If a course requires a corequisite, then both CRNs must be entered before clicking **Submit Changes**.
5. Click on **Submit Changes**.
6. Continue to register for classes until all of your selected courses appear.
7. Read how to resolve registration error messages by going to <http://www.mtsu.edu/registration/error.php>. Contact the department offering the course for any needed overrides.
8. To drop a course, scroll down to **current schedule** and click on the **drop down arrow** and choose the available **drop** option.
9. Click on **Submit Changes**.

**For more information:** Student Services Building, 898-5094

## Address or Name Change

Students are encouraged to review their addresses every semester before priority registration. Students should always immediately update addresses or other information if they move or their information changes, but it is a good idea to review and correct before priority registration to be sure everything is current. After logging in to **PipelineMT** and selecting the **RaiderNet tab**, click the **Personal Information** tab to review and correct addresses, phone numbers, email addresses, and emergency contacts. A forwarding address should be left with the U.S. Post Office in addition to a change of address with the University. Students cannot update permanent addresses on RaiderNet because the permanent address serves several purposes and must be monitored. For example, residency for tuition purposes (in-state or out-of-state) is monitored in conjunction with the permanent address. A permanent address change request that conflicts with residency might require documentation. Requests to update the permanent address must be made at MT One Stop, by completing the online form ([www.mtsu.edu/resources/students/index.php](http://www.mtsu.edu/resources/students/index.php)), or by sending an email to [records@mtsu.edu](mailto:records@mtsu.edu) (include your M# on all correspondence).

Name changes will be processed upon receipt of a completed name change form and supporting documentation. A name change form ([www.mtsu.edu/resources/students/index.php](http://www.mtsu.edu/resources/students/index.php)), can be completed at the MT One Stop, mailed, faxed to 898-5538, or scanned and emailed to [records@mtsu.edu](mailto:records@mtsu.edu). Legal documentation will be required. It is the student's responsibility to inform instructors and/or advisors of name changes that occur during the semester. **Important:** *All name and/or address changes should be made early in the term to ensure they are processed in time for the student to receive mail on a timely basis.*

## Adult Degree Completion

See University College.

## Adult Student Services

See June Anderson Center for Women and Nontraditional Students.

## Alternative Break Program

Every year, students at MTSU have the opportunity to take an "alternative" break. Students who participate pay a minimal fee to offset travel expenses. Some of the volunteer opportunities include indoor/outdoor construction, home repairs, child services, and serving food for local soup kitchens. Alternative Break is designed to provide students an opportunity to interact with people in an environment different from ordinary college life.

**For more information:** Student Organizations and Service, 898-5812

# Army Reserve Officer Training Corps (ROTC)

## Military Science Department

The Middle Tennessee State University Army Reserve Officers Training Corps (ROTC) program provides college-trained officers for the United States Army, whether for service on Active Duty, in the Army National Guard or Army Reserve. Army ROTC enhances a student's education. It provides unique educational opportunities by combining leadership and management theory with actual hands-on experience. Army ROTC helps the student to develop self-discipline, physical stamina, and poise—the qualities basic to success in any worthwhile career. Army ROTC is an available course of study for students pursuing undergraduate or graduate degrees in any available major at MTSU.

## Program Description

The Army ROTC program consists of a two-year Basic Course and a two-year Advanced Course. The Basic Course is normally taken during the freshman and sophomore years. During these two years there is no military obligation and a student may withdraw at any time. Students who have taken Junior ROTC, have prior military service, or are currently a member of a National Guard or Army Reserve unit may receive placement credit for the Basic Course.

ROTC classroom instruction covers opportunities in the various branches of the Army, orienteering, basic first aid, pistol or rifle marksmanship, and leadership. In the leadership laboratory, Cadets participate in rope bridging, drill and ceremonies, rappelling, weapons training, camouflage techniques, military leadership and land navigation.

Students who decide to enter ROTC later in their college careers or as graduate students may attend ROTC's Leadership Training Course at Fort Knox, Kentucky, to provide credit for all the Basic Course classes.

Upon entering the Advanced Course in the third year, Cadets are required to contract with the Army ROTC program, which obligates the Cadet to obtain a commission and serve on active duty or in the Guard or Reserve. Advanced Course Cadets are required to successfully complete the Leader Development and Assessment Course (LDAC) at Fort Knox, Kentucky, between the third and fourth years of ROTC. This course evaluates how a Cadet puts into practice the principles and theories he or she has acquired from on-campus instruction.

## Pathways to Join and Army ROTC Scholarship Opportunities

Students join in one of three ways: as Scholarship Cadets, Non-Scholarship Cadets, or as Simultaneous Membership Program (SMP) Cadets. Upon formal contracting, Scholarship Cadets are eligible to receive four-, three-, or two-year Army ROTC Scholarships that pay 100% tuition and fees, \$1200/year for books and a monthly tax-free stipend (\$300/month for freshmen; \$350/month for sophomores; \$450/month for juniors; and \$500/month for seniors). Non-scholarship Cadets are eligible to receive the monthly tax-free ROTC stipend.

The Simultaneous Membership Program (SMP) allows you to join Army ROTC and serve in the Tennessee Army National Guard or Army Reserve at the same time. It gives you an opportunity for additional training and experience. Cadets serve as officer trainees in the Army National Guard or Army Reserve while completing college. As an SMP Cadet you can earn National Guard /Army Reserve pay and benefits in addition to the monthly ROTC stipend.

## Career Opportunities

Cadets who complete the Army ROTC program may pursue careers as officers in the Active Duty Army, National Guard or Reserve. Cadets selected for

active duty will receive a starting annual salary in excess of \$45,000, plus free medical benefits, and have opportunities to travel to assignments throughout the world. Students selected for reserve components receive more than \$4,900 per year for 12 weekend drills and annual training while pursuing their civilian careers. These professional experiences will enhance the student's marketability in any profession, civilian or military.

### **The Bottom Line**

The Army ROTC program, while mentally and physically demanding, provides a unique opportunity for all MTSU undergraduate and graduate students to acquire leadership and management skills required of military and civilian professionals. Members of the Blue Raider Battalion are among the finest students at MTSU.

**For More Information:** Interested students should contact the Army ROTC Recruiting Operations Officer, in Forrest Hall, at 898-2470, or [www.mtsu.edu/arotc1](http://www.mtsu.edu/arotc1)

## **Athletics**

Middle Tennessee State University is an NCAA institution that competes at the highest level of intercollegiate athletics. The University fields teams in 17 men's and women's sports. All teams joined a new home in 2013–14 when they began competition in Conference USA. Prior to gaining membership into C-USA, MT spent 13 years in the Sun Belt Conference, where the program won the All-Sports trophy nine times.

### **Football**

Middle Tennessee plays at the highest level of collegiate football and offers some of the most exciting football in the region. Over the last eight years, Middle Tennessee has played in four bowl games, been bowl eligible six times, won a conference championship, and recorded wins over Maryland (twice), Georgia Tech, Memphis (five times), and Marshall. The Blue Raiders regularly play some of the nation's best teams at Floyd Stadium (Virginia in 2007, Maryland in 2008, Mississippi State in 2009, Minnesota in 2010, Georgia Tech in 2011, and BYU in 2014), and will welcome Vanderbilt in 2015 and 2017.

### **Men's Basketball**

The men's basketball program, led by the program's all-time winningest coach, Kermit Davis, has enjoyed tremendous success. The Blue Raiders earned regular season conference championships in 2011–12, 2012–13 and 2013–14. The Blue Raiders won a school record 28 games in 2012–13 while picking up impressive nonconference wins against Ole Miss and Vanderbilt, and advancing to the NCAA Tournament for the first time since 1989. In 2011–12, Middle Tennessee's attendance at Murphy Center was the sixth largest increase in the country.

### **Women's Basketball**

The women's basketball team is led by the program's all-time winningest coach, Rick Insell. The highly successful program won seven of the last nine Sun Belt titles then captured the Conference USA regular season and tournament titles in 2013–14. The program, which won its 800th game in 2015, hosted no. 4 Tennessee in 2013 as a crowd of 11,227 enjoyed the near upset by the Blue Raiders. The women's team owns recent wins against no. 8 Georgia, no. 8 LSU, no. 6 Kentucky, and NCAA Tournament regular Xavier.

## Baseball

The Blue Raider baseball program plays in one of the finest facilities in the nation and makes regular appearances in the NCAA Tournament. MTSU won the 2009 Sun Belt Conference regular season and tournament titles and hosted the SBC Tournament in 2010. In 2014, the Raiders picked up a series win over no. 10 Rice and advanced to the semifinals of the C-USA Tournament.

**Admission** to all regular season **home games** is **free to students** upon presentation of a valid MTSU student identification card (Blue ID). Ticket information for nonstudents may be obtained from the MTSU Ticket Office, 898-2103, 1-888-YES-MTSU, or [www.GoBlueRaiders.com](http://www.GoBlueRaiders.com).

**Student Attendance:** Attendance by the student body at Blue Raider sporting events is critical, especially for football games. Please be aware of all game-day promotions by logging onto [GoBlueRaiders.com](http://GoBlueRaiders.com). In the past nine years, the Athletic Department has given away white parking passes, book fees, tuition, cars, motorcycles, and much more. Make your plans to join in all the fun this season.

Catch all the scores, schedules, and late-breaking news, and listen to the games on one of the top websites in collegiate sports, **[www.GoBlueRaiders.com](http://www.GoBlueRaiders.com)**!  
**For more information:** MT Athletics, 898-2450

## Attendance

A student is expected to attend each class for which he/she is registered except in cases of unavoidable circumstances and should not attend classes for which he/she is not officially registered. Class attendance will be monitored during the term even though some faculty may not check attendance in a conventional manner. Attendance in classroom courses or participation in distance learning classes is expected. Students who are reported for nonattendance will be assigned a grade of F, or FA (failure due to stopped attending) which will appear on their transcripts. Nonattendance will be reported to the appropriate agencies, and enrollment status (i.e., full-time, one-half-time, less than one-half-time) will be affected. Distribution of current and future financial aid will be suspended if applicable and repayment for current aid may be required.

Exceptions are made for University-sanctioned activities. Students will not be penalized for such absences. Students anticipating participation in University functions that will take them out of classes should discuss these absences with their instructors at the earliest convenient time.

A student's absence from a class does not in any way relieve that student of responsibility for the work covered or assigned during the absence. It is the responsibility of faculty members to excuse or refuse to excuse absences from their classes. It is the responsibility of the student to obtain excuses for absences and to arrange with the faculty member in question to make up the work missed. Absences are noted beginning with the first date the student is enrolled in class.

MTSU does not generally close because of inclement weather, but students will be allowed to use their own discretion when snow and icy conditions exist—they will be given the opportunity to make up missed classes should they decide not to attend. (See Class Cancellations Due to Weather.)

## Bicycles

In order to reduce campus traffic and conserve energy, many students choose to use bicycles as alternative means of transportation. As with all movable property, students should take precautionary measures to guard against theft. Bicycles should be secured with a specialized bicycle lock to one of the bicycle racks adjacent to residence halls and academic buildings. In addition, the serial number should be recorded, and the bicycle should be registered with Parking Services. Bike registration is a free service for students.

For safety reasons, bicycles should not block hallways, walkways, wheelchair ramps, or stairwells.

**For more information:** Parking Services, 898-2850

## Blue ID Office

See Technology Resources on Campus; MTSU ID Card.

## Blue Print Solutions

Blue Print Solutions is students' on-campus print/copy/and-more store. It is located in the Student Union and offers a wide range of services to aid students—from large-format posters, to spiral-bound presentation booklets, to class projects of all shapes and sizes, as well as simple color and black-white prints and copies. Most of all, we offer solutions to students' needs. Come see us!

## Bookstore

Phillips Bookstore is on the first floor of the Student Union Building. Hours of operation are:

- 7:30 a.m.–6:00 p.m. Monday–Thursday
- 7:30 a.m.–4:00 p.m. Friday
- 10:00 a.m.–2:00 p.m. Saturday
- Summer hours are 7:30 a.m.–4:30 p.m. Monday–Friday

Bookstore hours are extended during the registration period and the first week of each semester.

Services available through the bookstore include:

- Large selection of used/new textbooks
- Textbook rental
- Digital textbooks
- Calculator rental
- Textbook buyback offered every day
- Large selection of MTSU apparel
- Selection of faculty-authored books
- Free gift wrapping with purchase
- Specialty art supply items

Please shop online at Phillips Bookstore for all your supplies and books.

**For more information:** Phillips Bookstore, 898-2700  
[www.mtsu.edu/~phillips](http://www.mtsu.edu/~phillips)

## Cable TV

Every residence hall room and on-campus apartment living room is equipped with basic HD cable service free of charge. A digital cable-ready television is all that is required to activate cable. Cable reception problems should be reported to the hall staff. MTSU Telecommunication Services reserves the right to discontinue services to residents who fall behind in payment for premium service or who tamper with cable equipment. Tampering includes splitting cable wires or attaching a black box that can alter the cable equipment owned by the operator. Such action is prohibited in all residential facilities.

**For more information:** Your residence hall staff

MTSU Telecommunication Services, 898-2991

## Campus Ministry Organizations

In meeting the needs of the MTSU student body, a wide range of denominational and nondenominational religious organizations are represented on campus. Each organization sponsors a variety of worship and social activities for any student who wishes to participate. Several of the groups have off-campus student centers within easy walking distance.

**For more information:** Student Organizations and Service, 898-5812

## Campus Organizations

MTSU has more than 250 campus organizations in which students may seek membership. The diverse list includes honor societies, religious organizations, professional societies, departmental societies, fraternities, sororities, and special interest groups. Students may select membership in an established organization, or they may create one to meet their specific needs.

**For more information:** Student Organizations and Service, 898-5812

## Car Registration

University-owned parking lots are for use by students, faculty, staff, and guests only. For this reason, each person operating a car on campus must register with the Parking and Transportation Services Office. A parking permit, required to be displayed in the vehicle, will be issued. The permit may be transferred from one car to another, thus eliminating the need for multiple permits. The registered holder of the permit is responsible, however, for the payment of any citations issued to a vehicle bearing his/her permit. To prevent inconvenient assessment of charges, lost or stolen permits must be reported. A fee is charged for replacement permits.

Parking permits are issued at the Parking and Transportation Services Office located at 1403 East Main Street. For more information or clarification, refer to *Traffic and Parking Regulations*.

**For more information:** Parking and Transportation Services, 898-2850  
(See also Parking; Tickets, Traffic.)

## Car Trouble

University Police is equipped to jump-start automobiles at most times on campus. Individuals receiving assistance are required to sign appropriate release forms.

University Police is also equipped to assist in gaining entry to most vehicles on campus whose owners have locked their keys inside. This service is available at all times, provided certain conditions are met and the owner is present. In the event of other mechanical problems, officers will notify a wrecker service upon request to remove vehicles to the service station of the owner's choice. The vehicle owner is responsible for paying the wrecker service fee.

**For more information:** Police Dispatch, University Police, 898-2424

## Career Development Center

The Career Development Center (CDC) provides innovative technology, resources, and programs that educate and engage students in a targeted, self-directed internship/job search while also providing opportunities to connect with employers.

The CDC assists students with the career development process by offering resources such as Lightning JobSource, a free online job site accessible to all students by using their Pipeline usernames and passwords. Other services and resources available through the CDC include:

- Informational videos highlighting an array of careers and occupations;
- InterviewStream, an interactive mock interview software;
- Document Drop, a resume and cover letter critique program;
- Career Inventories to assist students in identifying a potential career fit;
- Career Shift, a job posting and contact aggregate system;
- Walk-in Advising, open hours for brief advising without an appointment;
- Career workshops and periodic workshops on job search issues;
- Career Cluster Advising, individually scheduled appointments based on a 16 career-cluster model;
- Virtual Career Center, online resources available to students 24/7.

The center also assists employers in identifying qualified candidates for their available positions, career fairs, and on-campus interviews.

## Center for Innovation in Media

The Center for Innovation in Media houses Middle Tennessee State University's student media and WMOT 89.5, a professional NPR radio station. The Center is located in the College of Mass Communication.

Student media is open to all MTSU undergraduate and graduate students. MTSU student media includes *Sidelines*, a digital and print newspaper; WMTS 88.3 student-run radio; MT10 and MT10 News, student-run television and news; and Match Records, a student-run record label.

To get involved in MTSU student media, contact Val Hoepfner, director of the Center for Innovation in Media at 615-898-2337 or [Val.Hoepfner@MTSU.edu](mailto:Val.Hoepfner@MTSU.edu).

## Center for Popular Music

The Center for Popular Music maintains an extensive research collection of materials relating to popular music. The collection includes over 200,000 sound recordings, approximately 100,000 pieces of sheet music, over 19,500 books, nearly 200 current periodical subscriptions, and miscellaneous other research materials. These resources are available for students doing coursework. Materials do not circulate. A photocopy machine is available for researchers' use; provisions of federal copyright law and center policy may exclude some materials from being copied.

The center's reading room is in the John Bragg Mass Communication Building, Room 140, and is open Monday through Friday, 9:00 a.m.–4:00 p.m. Seating capacity is limited to 12 researchers at one time.

**For more information:** COMM 140, 898-2449

## Change of Major/Program

Many students make the decision to change their majors/programs during their undergraduate careers. While the procedure for doing so is relatively simple, a change in academic program or declaration of double majors or dual degrees should be carefully considered and thoroughly investigated. Students considering a change in major should consult their current advisors and faculty in their new areas of interest and explore possible major career fields at the Career Development office, KUC 328.

Any request for a change of major ([www.mtsu.edu/registration/change-major.php](http://www.mtsu.edu/registration/change-major.php)) will be processed for the current term and an email confirmation sent. Once processed, students can see their new major, run an up-to-date degree evaluation, and keep departments better informed of their current majors.

**For more information:** Academic advisor in the college of your choice  
Undergraduate Catalog  
MT One Stop, 898-2111

## Cheerleading

Get in the Blue Raider Spirit! The MTSU Cheerleading program is dedicated to providing support for MTSU athletic programs and participating in national competition to be recognized as a top ranked collegiate cheer program.

Candidates must be full-time students and in good standing with the University. The cheerleading program includes the coed cheerleaders and mascot. Participants are selected in May and scholarships are available. All members must be enrolled in 12 hours minimum and maintain a GPA of 2.0.

**For more information:** Campus Recreation Center, 615-494-8907  
[www.mtsu.edu/mtcheer](http://www.mtsu.edu/mtcheer)  
Like us on Facebook: MTSU Cheer  
Instagram: MTSUCHEER  
Doug Daigle at [doug.daigle@mtsu.edu](mailto:doug.daigle@mtsu.edu)

## Child Care

The MTSU Child Care Lab, located in the Womack Lane Building on Alumni Drive, provides quality care services for children ages 3–5 for parents who are attending MTSU. In the fall and spring semesters, first priority is given to those needing Monday–Wednesday–Friday care or Tuesday–Thursday care; second priority goes to students needing full-time care (Monday–Friday). There are 24 slots available each day. In the summer semester only, first priority is given to parents needing full-time care (Monday–Friday). Children of students receive first priority, but we also accommodate children of employees at MTSU if vacancies are available.

In addition to educational programming, a hot lunch and two snacks are provided daily. Hours of operation are 7:00 a.m.–5:00 p.m., Monday–Friday.

**For more information:** Child Care Lab, 898-2970  
[www.mtsu.edu/childcare](http://www.mtsu.edu/childcare)

The **Ann Campbell Early (ACE) Learning Center**, located on MTSU's campus, is an inclusive early childhood program providing care and education to children 15 months to 5 years of age. Children with and without developmental delays learn and play together across four classrooms. Part-time or full-time care is provided that focuses on encouraging developmental learning outcomes identified by families and aligned with Tennessee's early learning standards. The Center is open year round, 7:30 a.m.–5:00 p.m., Monday–Friday. Many MTSU students volunteer and work in our classrooms to meet MTSU course or academic scholarship requirements, creating supportive environments with low adult to child ratios.

**For more information:** ACE Learning Center, (615) 898-2458  
[www.mtsu.edu/acelearningcenter](http://www.mtsu.edu/acelearningcenter)

The **Child Development Center** is one of 100 laboratory schools in the nation that gives students who wish to be early childhood teachers the opportunity to work with children. We offer an Infant/Toddler Program for children ages one–three and a Preschool Program for children three–five years old.

We are a half-day program providing care for children of MTSU students and employees as well as for members of the community. We work on a first-come/first-served basis in filling spots. We are open 8:45–11:45 a.m. and 1:00–4:00 p.m. for preschool children and 9:00–11:30 a.m. and 1:00–3:30 p.m. for the infant/toddler classes. Located in the 820 Fairview Building, Suites 113–117, the school is open Monday–Thursday and follows the fall and spring semester calendars. In addition to providing an educational atmosphere of love and play, we offer nutritional snacks every day.

**For more information:** [www.mtsu.edu/cdc](http://www.mtsu.edu/cdc)

## Class Cancellations Due to Weather

In the event of inclement weather, students should listen to area radio and television stations to determine if classes have been cancelled or delayed. For a listing of media outlets, go to [www.mtsu.edu](http://www.mtsu.edu), and click on **Alert4U**, then click on **Inclement Weather**. Or access the News and Media Relations home page at [www.mtsunews.com/weather](http://www.mtsunews.com/weather).

If MTSU classes are cancelled, the announcement will apply to all classes, credit and noncredit. Offices at MTSU will be considered open unless the announcement specifically says all offices will be closed. If such a decision is made overnight, it should be announced by 6:00 a.m. the following morning.

The MTSU Emergency Hotline, 898-2000, will provide updated news about events on the MTSU campus, weather-related and otherwise. In certain weather-related situations that involve closing the University or a delay in the start of classes, a text message may be sent out as well. Similar important weather-related information will be posted to the Alert Update page on the University website, [www.mtsu.edu/alertupdates](http://www.mtsu.edu/alertupdates).

## Classification of Students and Class Load

Students may be classified as sophomores after earning at least 30 semester hours. Students may be classified as juniors after earning at least 60 hours. Students may be classified as seniors after earning at least 90 hours.

A student's class load is determined by the number of credit hours taken per term according to the following:

### Undergraduate

Full-time, 12 hours

One-half time, 6 hours

### Graduate

Full-time, 9 graduate hours

One-half time, 5 graduate hours

Undergraduates may not register for more than 18 semester hours. Any exception **must be approved** by the dean of the college of the student's major or the Undeclared Advising Center (for undeclared majors) **before registration**. Graduate students are limited to a maximum of 12 graduate hours per semester. If an exception is requested, overload forms must be signed by the graduate advisor and the dean of the College of Graduate Studies. Full-time status for students holding graduate assistantships is six (6) semester graduate hours.

## College Level Exam Program

Take a CLEP test and earn college credit without having to take the class. CLEP gives students the opportunity to receive college credit for knowledge acquired through independent study, prior coursework (i.e., high school classes), internships, etc. Testing Services has options for study material. Tests are administered almost daily by preregistering and making an appointment.

One 2-hour test = One 3-credit-hour class

No classroom time

Satisfy selected General Education requirements; save time (possibly graduate early or on time); and save money (each CLEP test costs about \$110, while a 3-credit-hour course costs about \$750).

**For more information:** Dayla Jernigan, KUC 107, 898-2863

## Community Standards and Expectations, Statement of

Middle Tennessee State University is committed to developing and nurturing a community devoted to learning, growth, and service. Each person who joins or affiliates with the community does so freely and accepts and practices the following core values and expectations:

1. **Honesty and Integrity.** The notions of personal and academic honesty and integrity are central to the existence of the MTSU community. All members of the community will strive to achieve and maintain the highest standards of academic achievement in the classroom and personal and social responsibility on and off campus.
2. **Respect for Diversity.** The MTSU community is composed of individuals representing different races, ethnicities, sexual orientations, cultures, and ways of thinking. We respect individual differences and unique perspectives and acknowledge our commonalities.
3. **Engagement in the Community.** All members of the community are encouraged to participate in educationally purposeful activities that support and enhance the MTSU experience. Active involvement and personal investment in the classroom and throughout the community are hallmarks of an engaged citizen.
4. **Commitment to Nonviolence.** MTSU is committed to the principles of nonviolence and peaceful conflict resolution. Community members will freely express their ideas and resolve differences using reason and persuasion.

## Confirmation Number

Students whose registration bills show they do not owe money because their fees will be paid in full by financial aid, loans, TELS (Lottery) Scholarship, prepaid tuition programs, vocational or veteran's rehabilitation, or other credits **must confirm registration on RaiderNet**. Each student will be given a **CONFIRMATION NUMBER** upon successful confirmation of registration. *Students must write down and keep their CONFIRMATION NUMBERS as proof that they have completed the confirmation process. See [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition) for instructions.*

**Students must either pay, get a financial aid deferment, or confirm their registrations and get CONFIRMATION NUMBERS by the fee payment deadline or THEY WILL lose their classes.**

If students pay registration fees by cash, personal checks, or credit cards, they **do not** need to confirm. Payment is their confirmation and a confirmation number is not needed.

**For more information:** See Registration Confirmation.

## Counseling Services

Counseling Services provides brief personal counseling for currently enrolled students.

**Personal support counseling** provides a safe place and support for students who are having difficulties because of personal problems, external pressures,

or a crisis such as depression, addictions, or grief. Support counseling is a tool for healthy academic functioning. It may simply be a listening ear or include professional assessment and referrals for community support, medical needs, or long-term therapy.

Counseling Services seeks to work with faculty and students to plan and achieve with integrity both the educational goals of the institution and the personal and vocational goals of the individual student. Students desiring any of the services are urged to contact Counseling Services in Keathley University Center 326S.

**For more information:** Jane Tipps, KUC 326S, 898-2670

## Creative and Visual Services

Creative and Visual Services provides photographic and graphic design services for University offices and departments. In addition to studio and location photo shoots, services include design, editing, and producing nonstudent outreach materials. The department also reviews and assigns authorization numbers to all publications representing MTSU in accordance with TBR policy. If sufficient lead time is allowed, Creative and Visual Services can produce items such as banners, programs, signs, tickets, or certificates, some limited color copy output, and photographic prints for students and student organizations for a fee.

**For more information:** Creative and Visual Services, 898-2896  
820 Fairview, room 130,

## Credit Cards/Check Cards/e-Checks

Students may make payments with Visa, MasterCard, Discover, or American Express credit cards or check cards on RaiderNet via PipelineMT or at the Business Office cashier windows. Options are available on RaiderNet to pay registration fees or to pay current term charges. Business Office holds for past due balances will be removed the next working day after payment is made.

Visa, MasterCard, Discover, or American Express can be used to pay registration fees, to pay student account or phone balances, or to make purchases at Phillips Bookstore. Most banks have check cards available through Visa or MasterCard, which can be used to deduct a payment directly from a checking account. An option is available on RaiderNet to make payments by electronic check (e-check).

### **How to pay by e-check or credit card on RaiderNet:**

- Click on **PipelineMT** at [www.mtsu.edu](http://www.mtsu.edu).
- Log in to PipelineMT, click on **RaiderNet**.
- Select **Student** tab then select **Student Account**.

The bill payment system will be available through this link. Students may sign up to authorize parents to see bills, to set up a deferred payment plan, and to make payments with credit cards or electronic checks in the bill payment system.

Check online at [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition) for specific fee payment instructions.

**For more information:** [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition)

## Critical Notification System

Campus safety alerts as well as critical information pertinent to a specific student can be received on cell phones via MTSU's Critical Notification System. Critical information includes but may not be limited to notification of an imminent purge of a student's courses due to the lack of the student completing the registration confirmation step. Campus safety alerts may range from security breaches to cancellation of classes due to severe weather. Campus email addresses are loaded into the Critical Notification System, and users have the option to provide other contact information. An email/PipelineMT username is required for access to this service.

## CUSTOMS

See Orientation.

## Debts

An important part of every student's educational experience is learning to manage money and to responsibly discharge financial obligations incurred. With this in mind, MTSU expects you to promptly pay all University bills and accounts when due.

Failure to meet financial obligations will result in your not being allowed to preregister or register or to receive transcripts, grade reports, or diplomas. Any refunds or reimbursements will be offset by any balance due to the University.

**For more information:** [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition)

## Disability and Access Center

Students with disabilities who may require assistance or classroom accommodations or students who have questions related to any services are encouraged to contact the Disability and Access Center. Disability and Access Center is located on the first floor of Keathley University Center in room 120.

**For more information:** Lance Alexis, KUC 120, 898-2783

## Discrimination and Harassment

Harassment and discrimination in all its forms are prohibited at Middle Tennessee State University as outlined under Title VI and Title VII of the *Civil Rights Act of 1964*, as amended, the *Age Discrimination in Employment Act of 1967*, as amended, *Executive Order 11246*, as amended, the *Vietnam Era Veteran's Readjustment Act of 1974*, as amended, Title IX of the *Civil Rights Act of 1972*, as amended, Section 504 of the *Rehabilitation Act of 1973*, as amended, the *Americans With Disabilities Act of 1990*, as amended, and other related federal and state laws.

These laws and MTSU policy prohibit harassment and discrimination in all educational programs or activities that receive or benefit from federal financial assistance; e.g., in recruiting and admissions, financial aid, athletics, textbooks and curriculum, housing facilities, career counseling, insurance and health care, single-sex groups and programs, extracurricular activities, and employment.

MTSU Policy No. 1:01:22 prohibits discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights laws that apply to MTSU.

MTSU Policy No. 1:01:23 prohibits sexual harassment and sexual misconduct which includes dating violence, domestic violence, sexual assault, and stalking.

These policies and the procedures for resolution can be found online at <http://www.mtsu.edu/policies/index.php> and <http://www.mtsu.edu/iec/index.php/>. Copies can also be obtained from departmental offices on campus.

**Additional information can be obtained from:**

Dr. Marian V. Wilson, Assistant to the President for Institutional Equity and Compliance and Title IX Coordinator, CAB 116, 898-2185

Dr. Debra Sells, Vice President for Student Affairs, KUC 212, 899-2440

## Education Abroad

The Office of Education Abroad (EA) assists MTSU students in fulfilling their academic goals while participating in an education abroad program and supports the University's mission to serve as an emerging center for international study, understanding, and exchange. Students can choose from a wide array of program options in over 65 countries to earn credit toward their MTSU degrees. Most students choose to participate on MTSU faculty-led group summer programs, which are typically 2–4 weeks in length and work well for those who have not traveled abroad previously and are seeking more guidance and support. However, students can also choose to participate in semester or yearlong options as well as service-learning or internship programs.

All MTSU students wanting to receive academic credit for an international experience need to work with the Office of EA and meet the deadlines and predeparture requirements. Details regarding deadlines, application cycles, scholarship opportunities, and the steps to studying abroad can be found on the EA website. The application process to participate in an education abroad program is lengthy, so meeting with EA during the first year at MTSU is advised.

Interested students should visit the Office of EA during the walk-in advising schedule to participate in a thirty-minute session with an EA Advisor. Students are encouraged to search for options on the website and become familiar with the various program types before their advising session. The EA Advisor will guide students through the process of program research, course choices, scholarships, budgeting, and application procedures.

**For more information:** Office of Education Abroad, Peck Hall 207, 898-5179, Email: [educationabroad@mtsu.edu](mailto:educationabroad@mtsu.edu)

Website: [www.mtsu.edu/~mtabroad](http://www.mtsu.edu/~mtabroad)

**Office hours:** M–F, 8:00 a.m.–12:00 p.m.  
and 1:00 p.m.–4:30 p.m.

**Walk-in advising schedule:** M–W, 1:00–4:00 p.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 via your D2L email account. Email accounts you have outside the University may be shared by others such as friends or family members. Your MTSU email account is truly your own. It is your responsibility to check your MTSU email accounts, read email sent to you, and respond using these accounts.

## Employment, Student

See Career Development Center.

## Emergency Notification

See Critical Notification System.

## Enrollment and Degree Verification

MTSU has authorized the National Student Clearinghouse (NSC) to provide enrollment and degree verifications. Students may print their own enrollment verification by selecting the **Enrollment Verification** link in **RaiderNet**. In the fall and spring terms, enrollment certifications are official after the last day to add. Preliminary verification can also be accessed on the first day of class. NSC may be contacted at

Web: [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or [degreeverify.com](http://degreeverify.com)

Phone: (703) 742-4200

Fax: (703) 318-4058

Email: [service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)

Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard,  
Suite 300, Herndon, VA 20171-3280

**For more information:** MT One Stop, 898-2111

## Evening School Services

Evening School Office services are intended for the working adult and part-time student attending MTSU in the evening and by providing needed services to the evening school student. A few of these services include issuing student (green) parking permits, making ID cards, and assisting with registration.

**For more information:** <http://www.mtsu.edu/university-college/distance/evening-school.php>

## EXL Scholars Program (Experiential Learning)

MTSU believes in the value of applied knowledge—merging classroom knowledge with real-world work environments. Through EXL, students, staff, faculty, and local businesses and organizations can find valuable ways to interact and encourage diversity and collaboration throughout MTSU and the community.

Students may take EXL-designated classes as part of the coursework in their majors, minors, and general education. The EXL program provides opportunities

for students to participate in several types of courses: study abroad, cooperative education, applied experience courses, internships, service learning activities, and undergraduate research.

Students who want the EXL designation on their transcripts must take 16–18 hours of EXL coursework, complete an external applied learning project, an MTSU service learning project, and EXL 4000 (development of an e-portfolio). EXL program graduates will wear special cords at commencement and will be recognized by the president.

The EXL program allows students to gain experience in their fields of study that should enhance their careers and/or provide opportunities for graduate school. When registering for classes, look for sections with the (EXL) designation in the course title or use Advanced Search and choose “Experiential Learning” under Attribute Type.

**For more information:** [www.mtsu.edu/exl](http://www.mtsu.edu/exl)

## Fee Adjustments

Tuition, program service fees, materials and course fees, and out-of-state tuition will be adjusted as follows:

1. A full (100%) refund or reduction of fees will be provided for courses cancelled by the University.
2. A full (100%) refund or reduction of these fees will be provided to students who preregister and withdraw from all classes **before the first day of class**. Students who preregister and drop classes before the first day of class will be credited at 100%. See the current registration guide for adjustments in fees and schedule adjustment dates.
3. A full (100%) refund of these fees will be provided in case of a student’s death.
4. Tuition, registration fees, materials and course fees, and residence hall rent will be adjusted at the rates of 75% or 25% to students who drop or officially withdraw from the University before the respective dates specified in the registration guide published each semester. The calculation of tuition and fee adjustments for a complete withdrawal from the University is based on the percentage charge of **all** courses dropped for the term. There will only be an adjustment in fees if the new calculated charge is less than the original charge. Not all withdrawals will result in a refund or reduction in fees. The calculation of tuition and fee adjustments for dropped courses is based on the charge for currently enrolled hours plus a percentage charge of all courses dropped. There will only be a reduction in fees if the new calculated charge is less than the original charge. Not all dropped courses will result in a refund or reduction in fees.

The University fee adjustment policy is based entirely upon the official date of the withdrawal or drop.

Refunds due to fee adjustments will be processed beginning approximately two weeks after the end of each fee adjustment period. It takes several weeks to process all the refunds. The University will offset against proposed refunds any amount owed by the student to the University.

**Drop/Withdrawal from class.** Students who drop or withdraw from classes will have a balance due under the Deferred Payment Plan. Fees are adjusted based on the drop or withdrawal date. **The fee adjustment percentage is NOT applied to the amount of payment, but rather as a percentage adjustment of total fees. A refund would be issued to the student only if the newly adjusted**

**amount of fees is less than the amount that has been paid by the student.**

Withdrawal from classes does not negate the student's responsibility to pay the balance of fees after the semester has begun.

**Dropping and Adding.** There are instances when MTSU will allow students to drop and add a class without being charged for the dropped course. Depending on the student's circumstances, some or all of the following conditions must be satisfied to evenly exchange one class for another.

1. The student must exchange the course on the same day.
2. The number of credit hours of the courses must be the same; e.g., a three (3) credit hour dropped course for a four (4) credit hour added course will result in an additional charge for the one (1) hour difference; a four (4) credit hour dropped course for a three (3) credit hour added course will result in a fee adjustment for one (1) credit hour at the corresponding fee adjustment percentage.
3. A student must be exchanging courses within the same part-of-term; e.g., RODP courses cannot be evenly exchanged with MTSU courses and accelerated courses; **i.e., summer sessions** cannot be evenly exchanged with full-term courses.

**For more information:** [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition)

## Financial Aid

The University offers financial aid assistance to eligible students through funding received from federal, state, institutional, foundation, and external sources. Generally, to be considered for financial aid, each year students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA school code for MTSU is 003510.

### Maintaining Eligibility for Financial Aid

To remain eligible for federal and state funding, you must maintain satisfactory academic progress as measured for financial aid purposes. For details, refer to the policy posted in the Financial Aid Section of the MT One Stop website at [www.mtsu.edu/one-stop](http://www.mtsu.edu/one-stop). A simple rule is that you must pass at least 67% of the courses you attempt, and in most programs you cannot receive aid for more than 180 attempted credit hours.

### To remain eligible for Tennessee Education Lottery Scholarships:

- For eligibility requirements, visit the Tennessee Student Assistance Corporation (TSAC) website: <http://www.tn.gov/collegepays> and click on **Students and Parents**.
- To keep your Tennessee Education Lottery Scholarship eligibility, you must have at least a 2.75 cumulative TELS GPA after 24 and 48 attempted credit hours. You must have earned a 3.0 cumulative TELS GPA after 72 attempted credit hours AND subsequent 96 attempted credit hour benchmarks OR have between 2.75 and 2.99 cumulative GPA with at least a 3.0 semester GPA.
- Each semester, if you start as full time, you must remain full time. If you are part time, you cannot drop below 6 credit hours. Students receiving a TELS award should contact the MT One Stop before withdrawing to determine the impact on future TELS eligibility.
- Students must maintain continuous enrollment each fall and each spring semester. Enrollment during the Summer Term is not required.

For more information about MTSU's Student Success Advantage and the Hope Lottery Supplement, visit <http://www.mtsu.edu/student-success-advantage/> and follow the appropriate links.

### ***Termination Criteria for Tennessee Education Lottery Scholarships***

Students may receive the Hope Scholarship until the first of the following terminating events:

- a bachelor's degree is earned OR
- five years have passed since the date of initial enrollment OR
- a student has attempted 120 semester hours or has received the Hope Scholarship for eight (8) full-time equivalent semesters, whichever occurs later.

### **Stop Attending—lose your financial aid!**

- Financial aid awards are adjusted based on student enrollment up to the 14th day (census date) after school starts. Additionally, financial aid awards may be adjusted if students never attend classes for which they enrolled. In such cases, MTSU may be required to refund money to a federal / state program, resulting in a balance owed to MTSU by the student. Refer to registration guides for the actual census date for each semester.
- The Financial Aid and Scholarship Office is required to perform a federal refund calculation if a federal financial aid recipient withdraws from all coursework. For the purpose of these calculations, the Financial Aid and Scholarship Office must consider both official withdrawals that result in a W grade and unofficial withdrawals that result in an FA grade. Resulting from this calculation, students may owe a balance to MTSU. Contact the MT One Stop before dropping classes or withdrawing from all classes.

### **Planning Ahead for Summer 2016**

The MT One Stop will post guidance regarding the summer 2016 financial aid process during the spring semester of 2016. Financial aid eligibility will be based on the 2015–16 FAFSA.

- The Federal Pell Grant annual award is based on the equivalent of two full-time semesters. Therefore, if students receive full-time awards fall 2015 and spring 2016, they will not be eligible for the Federal Pell Grant during summer 2016.
- The Federal Direct Subsidized / Unsubsidized Stafford Loan Program has an annual limit that students can borrow based on grade level and dependency status. If students borrow their full annual limit during fall 2015 and spring 2016, they will not be eligible to borrow during summer 2016. Students who have not borrowed their annual limit during fall 2015 and spring 2016 must submit a Summer Loan Request Sheet and be minimally enrolled in six credit hours.
- Lottery Scholarship funds may be awarded to eligible students during summer 2016. Eligibility will be determined by the Scholarship Office after spring 2016 grades are posted. Eligible students must be enrolled in at least 6 credit hours.

## **Financial Aid Confirmation**

See Registration Confirmation.

## Financial Aid Refunds/Direct Deposit

- Students receiving financial aid and expecting to receive a refund should
- Verify all financial aid eligibility requirements are satisfied,
  - Be sure they have paid or confirmed,
  - Check to be sure they have no holds, and
  - Verify financial aid is posted to the account.

All students who expect to receive a financial aid refund must be set up on direct deposit via their RaiderNet accounts. Entry of bank information must be completed at least five (5) days before the first day of class. By meeting this deadline and satisfying the above criteria, students can expect refunds to be processed and potentially available for use in their personal bank accounts the first week of each semester. For detailed instructions on how to set up direct deposit, go to [www.mtsu.edu/bursar](http://www.mtsu.edu/bursar) and click on the **direct deposit** link. Students should verify with their banks the correct routing number and complete account number to use for ACH transactions before entering. Click **submit**. The account will remain set up for refunds for the remainder of the student's time at MTSU. **If the account changes or is closed, students should correct that information via RaiderNet to avoid delays in receiving refunds.**

**Students who do not have checking or savings bank accounts must visit the Business Office to receive a SunTrust reloadable Visa card for refunds. This card can then be used at designated ATMs, and anywhere Visa is accepted. These cards will be reloaded each time there is a financial aid credit applied to the student's account.**

## Firearms/Explosive Devices

MTSU Policy I:12:00 Weapons On Campus prohibits the possession of weapons on university property. Despite laws which provide for permits allowing individuals to carry concealed handguns, it is the policy of MTSU, pursuant to T.C.A. § 39-17-1309, to prohibit the possession of all weapons, including handguns, on property owned, operated by, or under the control of MTSU.

The Student Disciplinary Code MTSU Policy III:00:03 prohibits the possession or use of firearms, slingshots, paintball guns, "super soakers," explosives, fireworks, flammable fluids, dangerous chemical mixtures, pellet guns, BB guns, propelled missiles or ammunition (which includes but is not limited to bullets, paint balls, pellets, and BBs).

Additionally, possession of firearms (or other statutorily defined weapons) on campus is a violation of TCA 34-17-1309 and constitutes a felony punishable by a maximum sentence of six (6) years and a fine not to exceed \$3,000. The only exceptions to a general prohibition of possession are those specifically noted by law.

**For more information:** Office of Judicial Affairs and Mediation Services  
898-2750, KUC 208  
Chief Buddy Peaster, University Police, 898-2424

## Food Service

MT Dining operates over 20 restaurants across the MTSU campus including residential restaurants, food courts, coffee houses, P.O.D.s (Provisions On Demand), and more.

MT Dining provides two residential restaurants that offer all-you-care-to-eat meals. **McCallie Dining Hall** on the first floor of Corlew Residence Hall offers exhibition-style options, healthy choices, home-cooked meals, and a fun atmosphere where students can hang out and meet new friends. The second residential restaurant, **RaiderZone**, is located on the first floor of the James Union Building. Here, students can find a laid-back atmosphere that offers a grill, pizza station, hot line, salad bar, and dessert station.

MT Dining also offers a variety of retail restaurants throughout campus. The **KUC Grill** is home to many of your favorite restaurants including Chik-fil-A, Pizza Hut Express, Subway, and more. **Cyber Cafe** is your late-night food solution featuring a Subway and a P.O.D. At James E. Walker Library, there is a full-service Starbucks! **MTSU Student Union Food Court** is home to Popeye's, Panda Express, Tortilla Fresca, Dunkin' Donuts, and Happy Tomato. Just around the corner from the food court is the **Blue Raider Grill**, MTSU's sit-down restaurant, which offers fast and casual dining right on campus.

MT Dining also offers convenience retailing with four P.O.D. locations: the Buy & Fly in the Business and Aerospace Building, P.O.D. Express in Bragg Mass Communication Building, the P.O.D. Express in Peck Hall, and the newest P.O.D. at the MTSU Student Union. A P.O.D. is a grab-and-go store that is also a great stop for snacks, drinks, coffee, or other items you might need between classes.

For updates about great deals and specials at MT Dining locations, be sure to follow MT Dining on Facebook ([www.facebook.com/mtsudining](http://www.facebook.com/mtsudining)), MT Dining on Twitter (@mtdining) and Instagram (@mtdining) to receive special deals and promotions.

## Meal Plans

MT Dining offers a variety of meal plans that fit the lifestyle of a campus resident or a commuter student. Meal plans include all-you-care-to-eat meals that can be used at the residential restaurants, FlexBucks that can be used at all MT Dining locations, and Meal Equivalency that can be used at participating locations (see [www.mtdining.com](http://www.mtdining.com) for participating restaurants and P.O.D.s).

**Meals, FlexBucks, and Meal Equivalency** can be accessed with your Blue ID and can be used at MT Dining locations. Meal plans are available for purchase online at [www.mtdining.com](http://www.mtdining.com) or at the **MT Dining office in KUC 202**. For meal plans to be billed to tuition, students need to sign up in early August or January. All freshman residents living in University housing are automatically signed up for a meal plan and will be billed for their meal plan on their tuition statement.

**For more information:** [www.mtdining.com](http://www.mtdining.com)

## FlexBucks

Any student may purchase FlexBucks separately from a meal plan in increments of \$100. If a student purchases \$500 or more FlexBucks, that student becomes an **mtVIP**, allowing the student to receive something free each weekday throughout the semester. If students already have a meal plan and want to become an mtVIP, they can upgrade their FlexBucks balance to \$500. Information about the mtVIP program is available in the KUC 202 and at [www.mtdining.com](http://www.mtdining.com). FlexBucks are available for purchase online at [www.mtdining.com](http://www.mtdining.com) or at the MT Dining office in KUC 202.

## Dining FAQs

### May a student change his or her meal plan?

Meal plans are a one-year commitment, which means whichever meal plan a student has in the fall semester will be the same meal plan a student has in the

spring semester, unless a student upgrades their meal plan. Meal plans may be upgraded at any time. Neither cancellations nor refunds are granted to students who purchase a voluntary or involuntary plan unless the student withdraws from MTSU. Withdrawal refunds will be issued based upon the MTSU academic fee adjustment schedule, which can be found on the MTSU website. For other information regarding cancellation of meal plans, please email [mtddining@aramark.com](mailto:mtddining@aramark.com).

### **How do students look up their meal and/or FlexBucks balance?**

A student can check the number of meals or Flex Bucks remaining on his or her meal plan at the register at any MT Dining restaurant location, by visiting the MT Dining office in KUC 202, or by visiting <http://blueid.mtsu.edu>.

### **What happens to unused FlexBucks at the end of the semester?**

FlexBucks roll over from fall to the spring semester, but FlexBucks do not roll over from the spring to summer or upcoming fall semester. Unused FlexBucks at the end of the spring semester are forfeited and are nonrefundable.

### **Do any meals carry over from fall to spring?**

Block meals do carry over from the fall semester to the spring semester. Block meals do not carry over from the spring semester to the summer or upcoming fall semester.

### **Where can a student use his or her meal plan?**

Meal plans can be used at all MT Dining locations. Meal plans include all-you-care-to-eat meals, FlexBucks, and Meal Equivalency. All-you-care-to-eat meals can be used at McCallie Dining Hall and RaiderZone. FlexBucks can be used at all MT Dining retail locations. Please visit [www.mtdining.com](http://www.mtdining.com) for information about locations that accept meal equivalency.

### **How does a student pay for a meal plan?**

Students can bill a meal plan to their tuition before the University deadlines. Students can also pay for a meal plan with cash, a check, or a Visa or MasterCard credit card. Please direct financial aid and scholarship questions to the Financial Aid Office, CAB 218, 898-2830. Visit [www.mtdining.com](http://www.mtdining.com) for up-to-date meal plan information, secure purchasing, special event notices, and daily menus.

**For more information:** Visit KUC 202, call 898-2675, or [www.mtdining.com](http://www.mtdining.com)

## **Fraternities**

See Fraternity and Sorority Life.

## **Fraternity and Sorority Life**

The Office of Fraternity and Sorority Life at MTSU advises the 28 fraternities and sororities on campus and provides opportunities for members to develop their leadership skills while making lifelong friends who share the common bonds of brotherhood and sisterhood. As an undergraduate, joining a fraternity or sorority is one of the best decisions you can make. Fraternity and sorority membership offers one of the most dynamic and memorable experiences available to you as a college student.

The fraternity and sorority community offers countless leadership opportunities. Below is just a sample of the leadership experiences you could encounter:

- Managing executive teams
- Serving on or chairing committees
- Managing budgets
- Working and networking with alumni
- Educating and developing members and new members

Philanthropy is a fundamental tenet of fraternity and sorority life. The following are some ways fraternities and sororities give back:

- Participating in service activities benefiting Murfreesboro and the surrounding communities
- Organizing special events that raise money for local and national charities
- Over the past year, the MTSU fraternity and sorority community contributed more than 9,000 hours of community service and donated over \$64,000 to local and national philanthropies

By joining a fraternity or sorority you will make lifelong friendships and make countless memories created through brother or sister relationships. You will also participate in social events such as dinner exchanges, homecoming, parents' weekend, backyard barbecues, intramurals, mixers, and formals. Networking and mentoring opportunities are guaranteed. Expect to build relationships with:

- Chapter alumni
- International staff/officers
- Campus faculty/staff

Fraternities and sororities strive to make academics a priority by implementing scholarship programs within their organizations that may include:

- Academic advising
- Tutoring programs
- Academic Success workshops
- Study hours
- Scholarship opportunities
- Mentoring groups

**For more information:** Center for Student Involvement and Leadership  
SUB 330, 898-5812, [www.mtsu.edu/fsl](http://www.mtsu.edu/fsl)

## General Complaints and Grievances

Middle Tennessee State University wants to ensure all students have a positive educational experience, are treated fairly and courteously by University personnel, and are provided an outlet to address conditions and circumstances that concern them. Student complaints or problems with regard to MTSU services and programs should be directed in writing to the Dean of Students. A conference to discuss the complaint may be scheduled if so desired by the student or the Dean of Students. When possible, every attempt will be made to resolve the student's concerns or a request for resolution and response will be directed to the appropriate department.

**For more information:** Sarah Sudak, KUC 212, 898-5342  
Debra Sells, KUC 212, 898-2440

## General Education

The General Education Program at MTSU provides all students with the intellectual building blocks that make it possible to find meaning in an ever-changing world.

The program is at the core of MTSU's educational mission. It provides students with a broad knowledge and appreciation of the arts and sciences as well as the intellectual skills that provide a basis for effective communication, problem solving, and evaluation. The General Education experience gives students the opportunity to use various technologies to access and analyze information and to debate competing claims of evidence and systems of thought.

The program assists students in developing an objective view and understanding of the world, its institutions, and themselves by linking the cultural legacy of the past with the technological demands and global concerns of the contemporary world. Finally, it creates in students an awareness of the diverse nature of the world while encouraging them to become active, lifelong learners and participants in society. The MTSU General Education program will foster in students the ability to:

- Think independently and critically;
- Analyze and evaluate beliefs and attitudes, data and ideas, issues and values;
- Gather information through various methods of inquiry;
- Integrate and synthesize new ideas and information;
- Communicate verbally, quantitatively, and artistically in a variety of contexts and media;
- Weigh opinions and make decisions based on rational, ethical, moral, and aesthetic considerations;
- Integrate acquired knowledge and personal experience with historical, cultural, and contemporary perspectives in a changing and diverse society; and
- Recognize the significance of personal well-being and understand the roles, problems, and concerns of an engaged citizen.

**For more information:** Sheila Otto, PH 240, 898-5586  
[www.mtsu.edu/gen\\_ed/](http://www.mtsu.edu/gen_ed/)

## Grade Appeals

An inevitable result of student-faculty interaction is that there will be occasional disagreements concerning the appropriateness of the grade assigned in a particular course. MTSU provides a procedure for students to appeal a grade which they believe was not properly assigned.

Students should first attempt to resolve their concerns with the instructor; many times a miscommunication or lack of information has led to a misunderstanding that can be easily clarified. If an impasse still exists after this initial meeting, the student may appeal to the department chair within ten (10) business days, but only if the student alleges "unethical or unprofessional actions and/or inequities" on the part of the faculty member. See Student Appeal of Grades Procedures at [www.mtsu.edu/policies/](http://www.mtsu.edu/policies/). The department chair does not have authority to change the grade but will make a recommendation concerning the appeal within ten (10) business days. If the student is still not satisfied, within fifteen (15) business days he or she can request a Grade Appeals Committee review by contacting the Office of the Vice Provost for Academic Affairs. The

appeal must occur within forty (40) days of the graduation date for each term. The decision of the Grade Appeals Committee is final.

Concerned students are encouraged to seek explanation and assistance from their faculty advisors, the vice provost, or the dean of student life. Copies of the Grade Appeal policy are available on request.

**For more information:** Office of Academic Affairs, CAB 111, 898-2881  
Your advisor

## Grading Policy

A detailed description of MTSU's grading policy is available in the MTSU undergraduate and graduate catalogs.

**For more information:** Your instructor  
Your advisor  
MT One Stop, 898-2111

## Graduation

Graduation ceremonies are held following the fall, spring, and summer terms. Murphy Center is the site of this important occasion. Check the graduation website at [www.mtsu.edu/grades-and-transcripts/graduation.php](http://www.mtsu.edu/grades-and-transcripts/graduation.php) for specific days and times for the ceremonies. Fall and spring typically have two ceremonies on Saturday and summer typically has one ceremony on Saturday.

**Undergraduates.** To apply for graduation, students should submit an Intent to Graduate Form and Upper-Division Form simultaneously to their graduation coordinator during priority registration when two semesters are remaining until graduation. This allows time to check records and notify students so they will have two semesters to plan remaining courses. Consult the calendar in the current registration guide for the deadline date. The undergraduate form is available at the MT One Stop and online at [www.mtsu.edu/resources/students/graduation.php](http://www.mtsu.edu/resources/students/graduation.php).

All students must complete the general requirements as prescribed by the University and the specific requirements set forth for the degree sought.

**Graduates.** To apply for graduation, students should submit Intent to Graduate forms to the Office of Graduate Studies, ING 121. The Intent to Graduate form is available online at [www.mtsu.edu/graduate/](http://www.mtsu.edu/graduate/) or in the Office of Graduate Studies.

**Applicable Catalog.** Students may elect to meet the requirements of any one catalog published while they are in attendance at any Tennessee Board of Regents school, provided graduation is within seven years of the first academic term covered by the catalog elected.

Any specific question you may have about graduation requirements should be directed to your advisor.

**For more information:** Undergraduate and Graduate Catalogs  
Your advisor  
Registrar's Office, 898-5170  
Graduate Office, 898-2840

## Graduation Testing Requirement (Undergraduate)

Undergraduate students are required, as a prerequisite to graduation, to take one or more tests designed to measure general education achievement and achievement in majors for the purpose of evaluating academic programs. Unless required by an individual program, no minimum score or level of achievement is required for graduation. Major field testing is required of students in selected programs. All graduating seniors are required to complete a General Education exam. Students will be notified about tests, test dates, and locations at their campus local addresses and by MTSU email. A \$25 fee is charged for make-up exams.

**For more information:** 898-2863 or [www.mtsu.edu/testing](http://www.mtsu.edu/testing)

## Health Insurance

Students who pay the health fee qualify for services available at Student Health Services. However, this health fee is not insurance. The health fee does not cover referrals, diagnostic testing, or prescriptions. If students do not have private insurance, it is recommended that they purchase a plan that will provide health care and hospitalization benefits in addition to the Student Health Center services.

All students are strongly encouraged to maintain health insurance coverage while in school. Health insurance encourages students to seek earlier intervention for their health issues and provides protection from a potentially overwhelming financial burden which might delay academic achievement goals.

To help students understand and shop for health insurance options, the TBR has made available the following website: [www.TBRstudentHIX.com](http://www.TBRstudentHIX.com). This website explains the meaning of various terms, plans, and coverage types. Additionally, the website presents students with multiple plans that comply with the coverage requirements of the Affordable Care Act (ACA), including plans offered through the ACA “exchange” (where tax credits may be available to offset the cost of coverage) and plans offered “off exchange” (where tax credits are not available). Students are also made aware of non-ACA compliant plans and the effects of selecting such a plan. Students can view a plan summary/ brochure online for any plan contained in the website. If a plan is selected, the website permits students to complete the enrollment process online. There is also a toll free call center to assist with questions about the insurance coverages offered.

For shopping purposes, select age “21” (in the drop down menu) if you are 21 years old or younger. Be aware that plans with lower monthly premiums may have higher out of pocket rates and more limited choices of doctors and hospitals. Please make sure you understand the terms of your insurance plan.

## Health Promotion

Health Promotion provides students with health information and resources on a variety of topics. Health Promotion staff are also available to facilitate programming in classroom settings, in residence halls, or during student

organization meetings. After-hours times are available. A list of available presentations can be found at [www.mtsu.edu/healthpro](http://www.mtsu.edu/healthpro). Please contact Health Promotion at least two weeks before the requested date. Health Promotion also coordinates activities such as National Collegiate Alcohol Awareness Week, Sexual Responsibility Week, and the Great American Smoke Out. Volunteer and intern opportunities are available for students wishing to assist in the planning of those events. Free, confidential HIV testing is also available. Health Promotion is located in the Health, Wellness, and Recreation Center.

**For more information:** Lisa Schrader, 494-8704  
[www.mtsu.edu/healthpro](http://www.mtsu.edu/healthpro)

## Health Services

**Varicella (Chicken Pox) Immunization.** The state of Tennessee requires proof of immunity to chicken pox in order to register for full-time credit hours. This is a requirement of all students born after 1979. Students may comply with this requirement by showing proof of two doses of varicella vaccine; documented history of disease by a health care professional or positive blood titer for varicella immunity. Immunization forms and more information are available at [www.mtsu.edu/healthservices](http://www.mtsu.edu/healthservices).

**Measles Immunization.** Tennessee requires students entering colleges, universities, and technical institutes with enrollment of greater than 200 students to provide proof of two (2) doses of measles, mumps, and rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles if date of birth is 1957 or after. **Students will not be allowed to register for full-time status until an acceptable form is on file in the Student Health Services office.** For more information, call 898-2988. This form is **not required** for students born before 1957, students attending part time, or students who graduated from a Tennessee public high school in 1999 or later.

**Hepatitis B and Meningococcal Meningitis Acknowledgment Information.** Tennessee mandates that MTSU provide information concerning hepatitis B infection and meningococcal disease for all students entering MTSU for the first time. All new undergraduates and graduate students will need to electronically sign a waiver form before they can register for classes. This information and acknowledgment statement are automatically displayed when new students register for classes on PipelineMT. If assistance with the PipelineMT password is required, please call the Information Technology Help Desk at 898-5345. If students are under the age of 18, a parent or legal guardian must sign the form and return it to Health Services.

### **Meningitis Immunization Requirement (students living on campus only)**

- Documentation of one dose of meningococcal vaccine given on or after the sixteenth birthday.
- Beginning with the Fall 2013 term, all students under age 22 who are enrolling in a TBR institution for the first time regardless of the level at which the student is matriculating AND who will be living in on-campus housing, must show proof of adequate immunization against meningitis prior to moving into on-campus housing. "Adequate Immunization" means students must have been vaccinated on or after their 16th birthday. On move-in day, those students who have not previously provided such proof must provide it before they can be allowed to move in.

**Location and Hours.** Health Services and Campus Pharmacy are located in the Health, Wellness, and Recreation Center. During fall and spring terms, hours are 8:00 a.m.–4:30 p.m. Monday through Thursday and 8:00 a.m.–4:00 p.m. on Fridays. An after-hours telephone advice nurse is available at 898-2988. Experienced advice nurses can help determine the best course of action: immediate medical care is needed, an appointment the next day, or self-care advice. Students may be asked for their student ID number (M number) in order to use this service. Emergencies and other medical needs that may arise during times when the Health Services Center is not open should be directed to the appropriate community facility. A modern emergency room is available 24 hours a day at St. Thomas Rutherford Campus, only a short distance from the campus. Consult the *Yellow Pages* for walk-in clinics available during the early evening hours and on weekends. Students should call to verify specific office hours.

**Services and Fees.** Students must be enrolled at the time they seek services. There is no office visit fee to be seen by the Health Services medical staff for consultations or treatment of illnesses and injuries. Health Services charges minor fees for lab testing, x-rays, and other diagnostic tests. Health Services offers pre-employment physicals, FAA physicals, allergy injections, travel medicine consultations, and women's health services by appointment. Visit the Health Services website ([www.mtsu.edu/healthservices](http://www.mtsu.edu/healthservices)) for a list of current fees.

Notes for class absences are not given by the Health Services staff. Each student is encouraged to know each professor's expectation for class attendance and respond accordingly.

Appointments are highly recommended. Visit [www.mtsu.edu/healthservices/](http://www.mtsu.edu/healthservices/) or call 898-2988.

**For more information:** Student Health Services, 898-2988

### **Campus Pharmacy**

The MTSU Campus Pharmacy is located in the Health, Wellness, and Recreation Center. Fall and spring semester hours are Monday–Thursday, 8:00 a.m.–4:30 p.m. (the drive-thru is open until 5:00 p.m.) and Friday, 8:00 a.m.–4:00 p.m. (the drive-thru is open until 4:30 p.m.)

Campus Pharmacy is a full-service pharmacy with a selection of cough and cold remedies, first-aid supplies, vitamins, and other health supplies. Campus Pharmacy can fill prescriptions from both Health Services and outside physicians. Student ID card and all insurance cards (or photocopies of the front and back of cards) are required at the time of pickup. Cash, checks, Visa, MasterCard, and American Express are accepted, or purchases may be placed on the student's account.

**For more information:** 494-8888 or [www.mtsu.edu/pharmacy](http://www.mtsu.edu/pharmacy)

## **Health, Wellness, and Recreation Center**

Campus Recreation, located in the Student Health, Wellness, and Recreation Center, is one of the best fitness facilities in this area, if not in the Southeast. The Recreation Center offers more than 160,000 sq. ft. of fitness and recreational possibilities. It is home to six basketball/volleyball courts, six racquetball courts, and a three-lane indoor track. Two aerobic/dance rooms (a 2,800 sq. ft. room and a 4,000 sq. ft. room) provide a variety of group exercise opportunities and provide space for several of the university's sports clubs to practice. A 4,000 sq. ft. cardiovascular area overlooks an expanded

weight room, which now offers more than 10,000 sq. ft. of free weights and a variety of fitness equipment. The center also features a 33 meter x 25 yard indoor, heated swimming pool with a water slide and diving board. Swimming lessons are offered almost year-round; water skills development classes and a variety of water exercise opportunities are also offered regularly. A 3,000 sq. ft. outdoor equipment room provides rental services for outdoor equipment, bicycles and bike repair. Also housed in the facility is an indoor soccer arena and a rock-climbing wall. For your convenience, recreational equipment checkout is available at the equipment desk. Two men's and women's locker rooms are conveniently located, and lounge areas are scattered about, making it convenient to meet friends. A challenge course featuring both low-ropes and high-ropes challenges, including an Alpine tower, is located at the east side of the facility. Team-building opportunities using either or both options can be scheduled. A 5-ft. deep outdoor swimming pool and sun deck with four adjacent grass volleyball courts complete the center's recreational opportunities.

The Sport Club Complex, which includes football, soccer, and rugby fields and a walking trail, is located adjacent to campus on East Main Street. These fields are for the use of the sport clubs registered through the Campus Recreation Sport Clubs program and recognized by the University.

### **Hours of Operation**

Monday through Thursday, 6:00 a.m.–11:00 p.m.

Friday, 6:00 a.m.–7:00 p.m.

Saturday, 9:00 a.m.–7:00 p.m.

Sunday, 2:00 p.m.–7:00 p.m.

**Admittance policy.** The Recreation Center is for the use of MTSU students and other authorized members of the University community (faculty, staff, spouses, dependents, and invited guests). A biometric identification system is used to allow entrance to the Recreation Center for current students, employees, and members. Membership information is available through the Campus Recreation website or through the office.

- **Student memberships.** Students who have paid fees at registration will have access to the Recreation Center through biometric identification (effective only for the semester in which the student is enrolled). Summer memberships for students not enrolled during the summer terms but registered for fall are \$50. Half-summer memberships are \$25 (from May graduation until June 30 or from July 1 until fall classes begin).
- **Faculty and staff memberships.** Current faculty and staff have access to the Recreation Center through biometric identification.
- **Adjunct Faculty.** Adjunct faculty members may have access to the Recreation Center by paying the appropriate fees.
- **Alumni memberships.** MTSU alumni may purchase memberships to the Recreation Center by paying appropriate membership fees.
- **Family memberships.** Members may purchase access for eligible immediate family members and/or dependents. Family is defined as a spouse and any children or dependents under the age of 26.
- **Affiliate memberships.** Affiliates, defined as individuals who interface directly with the University, may purchase access to the Recreation Center by paying the appropriate fees.

**Guest policy.** All Recreation Center members may bring up to two guests per day to the facility by paying a guest fee. Guest fees are \$3.00 per guest 15 and younger; \$5.00 per guest 16 and older. All guests 15 and under must

be accompanied by a parent or legal guardian. Members are responsible for the conduct of their guests. Guests must be registered at the front desk by the Recreation Center member.

### **General Rules and Regulations**

1. Food and drink is permitted only in designated areas: no chewing gum is allowed in the Recreation Center.
2. Programs such as scheduled Campus Recreation activities occasionally will have priority over drop-in and open recreation. If at all possible, part of the facility will remain open for drop-in participants.
3. Use of alcohol, tobacco of any form, or other drugs is prohibited in the Recreation Center.
4. Use of the center is considered a privilege. Individuals who do not cooperate with established policies, use abusive language, are under the influence of drugs or alcohol, or act inappropriately toward a University employee will be asked to leave and may have their privileges to use the facility revoked.
5. Posting flyers, signs, or posters on the bulletin boards in the Recreation Center is by permission only, which must be obtained from the marketing director, Campus Recreation Office, Box 556. Do not post anything in other areas of the center.
6. No tape is permitted on gym floors or walls.
7. To secure a bike, use bicycle racks instead of light posts or benches around the outside of the Recreation Center.
8. Campus Recreation is not responsible for loss due to theft. Secure all valuables in lockers. Locks are available at the front desk. A lost-and-found is located at the front desk.
9. Shirts and appropriate shoes are to be worn throughout the facility at all times except in the pool. Shirts and tops must cover the torso and abdomen.
10. Outside concession by permission only.
11. Roller blades cannot be worn anywhere in the Recreation Center except in the inline arena. All roller blades must be removed before entering the front door.
12. No pets are permitted in the Recreation Center or in the sun deck area unless used specifically as a service animal.
13. Only a Recreation Center staff person may operate stereo and video equipment. Only personal headsets with personal stereos are allowed. Boom boxes are not permitted anywhere in the facility unless in conjunction with a special event.
14. All accidents and equipment damage must be reported to a Campus Recreation staffperson or program supervisor immediately.
15. Personal private contract work; i.e., swimming lessons, personal training, and/or fitness workouts of any kind, is not permitted at the Recreation Center. Anyone interested in receiving private instruction should be referred to the main office for proper registration procedures.

### **Reservation of Areas or Rooms**

No organized activities except those sponsored by Campus Recreation will be allowed at the Recreation Center without special permission. The Recreation Center is available for shared rental (during hours of operation with members) or exclusive rental (during non-operating hours for private group use). Most areas in the Recreation Center and the surrounding recreation fields may be reserved. Groups wishing to reserve an area or outdoor field(s) must submit a **facility**

**reservation application.** Rental rates are based upon the degree of affiliation with MTSU, type of rental (shared versus exclusive), staffing requirements, and setup costs. Facility requests are prioritized as follows:

- A. MTSU Campus Recreation
- B. MTSU student organizations
- C. MTSU departments/conferences
- D. Non-MTSU

### **Reservation Procedures**

A **facility reservation application** may be obtained online at <http://www.mtsu.edu/camprec/facility.php> or from the front desk or main office at the Recreation Center. Completed applications must be submitted to the Department of Campus Recreation by mail (P.O. Box 556, Murfreesboro), fax (898-5568), or in person at the Recreation Center. All applications must be received at least two weeks in advance of the requested date. Filing an application does not guarantee approval of the request. Upon approval, a **facility rental contract** must be signed and a \$25 (or \$50, depending on size of group) nonrefundable reservation fee made. The remaining fees must be paid in full on the day of the scheduled event.

**For more information:** Campus Recreation, 898-2104  
[www.mtsu.edu/camprec](http://www.mtsu.edu/camprec)

### **Racquetball Court Reservation Procedures**

- 1. Four courts are available for reservations, which may be made one day in advance by calling 898-5157 or stopping by the equipment desk.
- 2. Two courts are available on a first-come/first-served basis and may not be reserved.
- 3. Only one reservation per call or visit with a one-hour limit on the courts. Only one reservation per person per day will be accepted.
- 4. Campus Recreation programs will make use of the courts on a periodic basis.
- 5. There is a 10-minute grace period on all court reservations.
- 6. A minimum of two players is required to reserve a court.

**For more information:** Campus Recreation Center, 898-2104  
[www.mtsu.edu/camprec](http://www.mtsu.edu/camprec)

## **Hearing Clinic**

See Speech/Language and Hearing Clinic.

## **Honors College**

See University Honors College.

## **Hope Scholarship**

See Financial Aid.

## Housing and Residential Life

Housing and Residential Life at Middle Tennessee State University provides on-campus living accommodations for approximately 3,000 students. Residential living is a vital part of the MTSU experience, offering students exceptional opportunities to participate in academic enrichment and student leadership programs. Residents at MTSU become part of an exciting community based on both campus traditions and scholarly activities. Facilities such as study lounges and computer labs, programs such as hall governments and learning communities, and specially trained staff help students to make the most of these living-learning environments.

**Housing options:** Types of housing available range from private one-bedroom apartments to two- and four-person apartments in Womack Lane and four-person apartments in Scarlett Commons to Learning Communities within more traditional buildings that feature two-person rooms and community-style baths. Single rooms are available and limited within designated buildings. Private rooms may be available at traditional residence hall locations. Both single and private rooms are available on a limited basis at a higher rate over and above the regular room rate. For students with families, Womack Lane Apartments offer one- and two-bedroom apartments. (See Living-Learning Communities at MTSU.)

**Amenities:** Each complex is staffed with a combination of professionals and students trained to assist residents in making a successful transition to MTSU and in enhancing personal and community development. Resident Assistants are outstanding student leaders who live on residential floors and assist with creating programs and activities, provide peer counseling and referral, and help to enforce University policy. Learning Community Advisors live in First-Year Experience halls and organize academically focused programming as well as staff tutoring centers. Resident Directors are MTSU students who have received additional training and are responsible for such programs as hall government, coordinating front-desk operations, assisting with other administrative issues such as room changes, and providing emergency crisis intervention. Area Coordinators are professional staff with advanced degrees in such areas as education and counseling and who serve as general administrators of residential complexes and supervise all staff in the buildings. A member of the professional staff is available at all times, including evenings and weekends, to assist with problem resolution and crisis response.

Selected buildings within each residence hall complex offer 24-hour desks to assist students with general information, guest registration, equipment checkout, and maintenance requests.

All residence hall rooms and apartments for single students are provided with closet space and basic furniture including beds, dressers, and desks.

It is the resident's responsibility to be sure the room is in good condition at the time of checkout from the room. Students should provide their own bed linens, pillows, and personal effects. Maid service is not provided in student rooms; however, custodial service is provided in all public areas. Students may wish to bring a small trash can and a broom. Check the housing regulations for a list of electrical equipment allowed in residence halls.

Each room and apartment is also equipped with a telephone line. Residents may supply their own telephone instrument or have one provided by Telecommunications Services upon request. Information about MTSU Telecommunication Services including long distance, private lines, caller ID, and voice mail can be obtained from Telecommunications Services at 898-2991.

On a monthly or bimonthly schedule, all rooms will be treated for pest control. To provide effective pest control, all rooms in an entire building must be treated. If you have a medical condition that may be aggravated by the chemicals used, these conditions should be made known to Housing and Residential Life staff before you accept a room. We will be more than happy to review with a doctor the chemicals used to see if they will affect the student's condition.

**Application procedures:** To apply for residence halls and on-campus apartments, complete an MTSU Application for Housing and Residential Life License Agreement, and return it with the required \$300 prepayment to MTSU Housing and Residential Life, Middle Tennessee State University, 1301 East Main Street, P.O. Box 6, Murfreesboro, TN 37132, or apply online at <http://www.mtsu.edu/living-on-campus/>. Housing assignment priorities are based on the date of application; the University is unable to guarantee housing for all students. A completed application, signed by the student, indicates acceptance of the terms and conditions outlined in the Housing License Agreement. **Please be aware that the agreement is for a full academic year, including both fall and spring semesters.**

Fees for the semester must be paid before registration is complete. Students should contact Housing and Residential Life for current rates. Payment of fees entitles the student to a space in housing but may not guarantee a specific space or hall. Final assignments are made by Housing and Residential Life, and while every effort will be made to honor requests, the student agrees to accept the space assigned. Students are encouraged to submit an application for housing in the fall before their arrival. Current residents may receive assignment priority by making application for the next academic year between August and early February of the previous academic year.

**Roommate conflict resolution:** In the event of a roommate conflict, students are encouraged to seek assistance from the resident assistant, resident director, or area coordinator. A roommate contract can be mediated between the students by the staff member in order to focus on correcting the problem. The primary goal is to teach students skills in effective confrontation, problem solving, and compromise. If no compromise or other resolution is achieved, either student dissatisfied with continuing the roommate assignment may choose to move to another room. If both parties are uncooperative and unable to achieve resolution, the area coordinator may direct that both residents move to separate rooms on separate floors or to separate buildings. (See Living-Learning Programs at MTSU.)  
**For more information:** Housing and Residential Life, KUC 300, 898-2971

## Information Technology Help Desk

The Information Technology Help Desk is staffed seven days a week when classes are in session (except University holidays) by experienced personnel who can answer hardware, software, password, and other computing questions. The Help Desk is located in the Keathley University Center (KUC) room 320. The hours are as follows:

- Sunday, 2:00 p.m.–9:00 p.m.
- Monday–Thursday, 7:00 a.m.–9:00 p.m.
- Friday, 7:00 am–4:30 p.m.
- Saturday, 8:00 a.m.–4:00 p.m.

You may also contact the Help Desk at 898-5345 or email [help@mtsu.edu](mailto:help@mtsu.edu)

## Information Technology Resources Policy

Use of the computing and network resources at MTSU is governed by the University's Information Technology Resources Policy. Violation of this policy can result in the loss of all computing privileges at MTSU plus additional disciplinary action.

The policy covers several very important issues for using information technology resources at MTSU:

- Use the computer and network resources to enhance your education in the academic fields offered by MTSU.
- Do not abuse other users, the equipment, or computing resources.
- Do not do anything that would deprive or interfere with others' efforts to get a proper university education. Using the computer for entertainment in ways that consume large amounts of resources is an example of activity that could degrade or deprive others' use for educational purposes.
- Do not violate any laws.
- Do not install wireless network transmitters.
- Do not display obscene material in a public area.
- Do not, for example, harass or impersonate another. Do not copy the work of another and claim it as your own. Do not violate copyright laws.

For the full text of the policy, go to ITD's Web page at [www.mtsu.edu/itd](http://www.mtsu.edu/itd).

## Installment Payment Plan

Students who want to use the Installment Payment Plan may sign up for the payment plan and pay the down payment online via RaiderNet. If a student is eligible, there will be an option in the bill payment system to request a Installment Payment Plan. Students must view the down payment amount online by selecting the option to view the payment plan installments. Students may also sign up for the plan and pay the down payment at the Business Office cashier windows.

Although all charges are due and payable in full at the beginning of each term, students in **good financial standing at MTSU** may defer payment of up to 50 percent of their registration, housing, and freshman meal plan fees for the fall and spring semesters. **The deferment of fees is not available for summer terms.**

To be eligible for the Installment Payment Plan, each participant must make a minimum down payment of 50 percent of the registration fees, residence hall rent, and freshman meal plan costs. **The balance due must be \$400 or more after all discounts, waivers, financial aid, and other credits are applied.** A student who fails to make timely payments in a previous term will be denied the right to participate in the Installment Payment Plan in future enrollment periods. Any student who makes payment with a check which is subsequently returned will be denied participation in the Installment Payment Plan in all future terms.

The amount deferred will be payable in two monthly installments. For the fall term, installment payments are due on or before **September 30** and **October 30**. For the spring term, installment payments are due on or before **February 29** and **March 31**. The University is not obligated to send reminder notices before the payment is due. Participants in this plan must apply all discounts, waivers, credits, and financial aid (including student loans) toward payment of registration fees before a deferment will be considered. Financial aid and other credits received after the initial payment will be applied to the remaining balance, and

future amounts due will be recalculated. No refunds can be made until all fees are paid in full. **Students will not be withdrawn for failure to pay the second or third payments. However, the balance must be paid in full before the student can preregister for future terms, even if preregistration is before the due date.**

Each participant will be charged a **\$50 nonrefundable service fee** each term to defray administrative costs. This fee is payable along with the 50 percent down payment on or before the registration fee payment deadline. An additional **late payment charge of \$25** will be assessed for each installment not paid on or before the due date and each 30-day period past the second installment up to a maximum of \$100. Withdrawals from classes will not alter the remaining balance due except to the extent that any refund may be applied. Students who make payments with checks that are returned will be charged a \$30 return check service fee as well as any applicable late fees.

If a payment is not received in the Business Office by the scheduled payment due date, the University will withhold all services from the student—including grades, transcripts, and future registration—until the fees have been paid in full including any assessed late fees.

All existing rules and policies pertaining to returned checks, refunds, withdrawals, dropped classes, and collection costs are applicable to the Installment Payment Plan.

Payment of the minimum amount due on the Deferred Payment Plan finalizes registration. The class schedule will not be dropped. **It is not necessary to also confirm on RaiderNet.** The Installment Payment Plan service fee, late fee, and minimum amount are effective for 2015–16 and are subject to change in future terms.

Additional fees for classes, dorms, or meal plans added after your initial registration payment or confirmation **must be paid by the late registration fee payment deadline.** If students are eligible for the Deferred Payment Plan, any unpaid fees after this date will be processed as a deferred payment. The \$50 Installment Payment Plan service charge and any applicable \$25 late payment fees will be charged.

Students who are not eligible for deferred payment will be subject to withdrawal from all classes or from the dorm for nonpayment or subject to service charges and late payment fees.

For more information and detailed instructions on how to sign up for deferred payment, check online at **[www.mtsu.edu/tuition](http://www.mtsu.edu/tuition)**.

**For more information:** [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition)

## **Intercultural and Diversity Affairs**

The mission of the office of Intercultural and Diversity Affairs (IDA) is to (1) involve and engage students, faculty, staff, and off-campus partners in understanding and appreciating the wealth of diversity represented within our campus community and (2) promote the recruitment, retention, graduation, and academic success of students from diverse cultural and international backgrounds by providing advocacy, advising, and support for individuals and their organizations.

This mission will be realized through direct individual services that promote the academic and personal success of students from diverse cultural communities and through program offerings that address diversity, multiculturalism, internationalism, and acceptance of individual differences.

IDA is excited to provide meaningful and relevant learning opportunities to our entire campus population and is committed to celebrating the value of each person.

**For more information:** STU 330, 898-5797

## International Programs and Services Office

See International Affairs.

## International Student Admission with F1 and J1 Visa Status

Undergraduate students who hold visas are admitted through International Undergraduate Admissions (located in Peck Hall, room 208). Graduate students are admitted through the College of Graduate Studies, located in the Sam Ingram Building.

Students holding F1 or J1 visas must be enrolled full-time for the spring and fall terms of each academic year. Dropping to part-time enrollment violates immigration status and can lead to deportation. During the last semester before graduation and under special guidelines, students may enroll part-time with prior approval from International Admissions. The major department chair or academic advisor must contact staff in the International Admissions Office for notification to be made to immigration files before enrollment.

Students who hold visas are not allowed to automatically withdraw from school during a term. If it is necessary to withdraw, the student must meet with the associate director for international students in the International Admissions Office or the international graduate student coordinator for discussion, after which time the withdrawal will be processed.

With authorization from the Vice Provost of International Affairs or international graduate student coordinator, visa-holding students may work on campus as student workers for a maximum of twenty hours per week during the fall and spring terms. Off-campus employment must also be approved by the International Admissions Office or the international graduate student coordinator and authorized by the Immigration and Naturalization Service.

**For more information:** 904-8190

## Internships

See Career Development Center.

## Intramurals

Intramural sports through Campus Recreation provides an opportunity to engage in sports without pressure of division-level competition. Intramurals also provide opportunities to develop teamwork and leadership skills as well as the chance to socialize with others interested in the same type of activities.

**For more information:** David Tippett  
898-2104 or [www.mtsu.edu/camprec](http://www.mtsu.edu/camprec)

## James Union Building

The James Union Building (JUB) is comprised of classrooms, departmental offices, and event spaces. The RaiderZone cafeteria and Faculty Senate offices are located on the first floor. The Tennessee Ballroom and the Hazelwood Room are on the second floor and are frequently reserved by student organizations, university departments, and external groups for their events. The MTSU BlueID Card Office is on the third floor of the JUB, as well as Dining Room C, which is occasionally used for breakout sessions and small events. Production Services, Women's and Gender Studies, and the Department of Philosophy also have offices located on the third floor.

**For more information:** Jennie Rhinehart, Assistant Director of Union Facilities, STU 113, 898-2689

## June Anderson Center for Women and Nontraditional Students

The June Anderson Center for Women and Nontraditional Students provides student support services conducive to learning and personal development both for women students and for adult students who generally work full-time, are married, have children, and have other adult responsibilities beyond their college experiences.

The center provides information and referrals regarding all aspects of academic and social life in person, by phone, via email, or through our website ([www.mtsu.edu/jac/](http://www.mtsu.edu/jac/)) that students can access 24 hours a day.

The center sponsors several student organizations and offers varied programs that function as a support system for women and nontraditional students. The center conducts learning opportunities to enhance self-esteem, intellectual growth, leadership development; to discuss gender issues; and to appreciate diversity so that students may experience academic success, persist, and graduate.

The center also develops collaborations and partnerships within the University and with public and private sectors to serve the needs of all women and nontraditional students. Among these partnerships, the center facilitates a monthly legal clinic, an enrichment and professional development series, and other programs that promote awareness of domestic violence and sexual assault prevention. The center celebrates National Women's History Month, Sexual Assault Awareness Month and National Nontraditional Student Week. All center programs and services are available to both men and women. Efforts are made to ensure confidentiality, and volunteers are welcome to assist with the programs.

**For more information:** June Anderson Center for Women and Nontraditional Students, STU 330, 898-5812.

## Keys

Room and apartment keys are the property of the University, and a student may not have duplicate keys made. Students who misplace their keys should contact their residence hall's front desk to be issued temporary keys. As a security precaution, students who lose their keys or are unable to produce the key at the time of checkout will have their locks changed and cores replaced and

will be charged the appropriate fees. Residents are not permitted to share keys or loan them to other persons.

## Leadership Development

Leadership Development at MTSU promotes a comprehensive array of both classroom and cocurricular opportunities designed to enhance personal growth, leadership skills, and community involvement. Guided by the philosophy that leadership is best developed in a relational and reflective environment, Leadership Development works to fully develop the leadership potential present in every student.

**For more information:** Student Organizations and Service, 898-5812

## Learning Labs

Tutorial labs are offered to students requesting assistance in the Mathematical Sciences and English departments.

**For more information:** Mathematical Sciences Department  
English Department, Library, 898-2573

## Liberal Studies

See University College.

## Library, James E. Walker

James E. Walker Library is important to your success as a student. It offers a spacious environment for study and reflection, a broad range of information resources, and experienced staff to support general inquiry, course assignments, term papers, and research projects. <http://library.mtsu.edu>

### Help

- Tech Services Desk for Library technology help
- Digital Media Studio (DMS) for media project help
- University Writing Center (UWC)
- Reference Desk for help starting your research
- Chat online at [library.mtsu.edu](http://library.mtsu.edu)
- Get help by calling 898-2817
- Text 265010

### Technology

- More than 400 computers
- Macs and PCs
- 39 scanners
- Laptops for checkout
- Color and poster printing
- Digital Media Studio—software for multi-media projects

## Spaces

- Designated Quiet Zones on 3rd and 4th floors
- 40 Group study rooms (21 Reservable)
- Reservable meeting spaces (for large groups)
- Three (3) Practice Presentation Rooms
- Research Commons
- Popular Reading and News Lounge
- Starbucks
- Adaptive Technology Center

## Hours

Sunday, 1:00 p.m.–2:00 a.m.

Monday–Thursday, 7:00 a.m.–2:00 a.m.

Friday, 7:00 a.m.–6:00 p.m.

Saturday, 10:00 a.m.–6:00 p.m.

# Living-Learning Communities at MTSU

## Aerospace Learning Community

Freshman aerospace majors are invited to join the Aerospace Learning Community. This program is designed to build camaraderie and provide a support network for new aerospace majors. The home for the Aerospace Learning Community is in two of our newly renovated areas, Cummings Hall and Monohan Complex. To support students academically, students living in the Aerospace Learning Community have the option to enroll in the same section of AERO 1010, Introduction to Aerospace. AERO 1010 is required of all aerospace majors. Topics covered in the course include the history of aerospace; opportunities in the field; fundamentals of flight, navigation, and meteorology; and Federal Aviation Administration regulations.

Upperclass Aerospace students are supported in Smith, Beasley, Sims, Judd or Gracy where the focus is on academic connections and issues common to students scheduling flight labs, and classes are nearby in the BAS or brand new Science Building.

**For more information:** Housing and Residential Life, 898-2971

## Diverse World, Diverse Arts

The Diverse World, Diverse Arts Learning Community affords residents the opportunity to live among a diverse community of students interested in the arts and in integrating the arts into all aspects of the academic experience. Community members will have the opportunity to redefine their living and learning environments through participation in a variety of mixed-media artistic expressions; by helping to design and participate in programming highlighting the arts in MTSU, Murfreesboro, and middle Tennessee communities; and by participating in community service outreach activities. All students are invited to participate, but students in dance, theatre, arts, and music form the core of the community.

**For more information:** Housing and Residential Life, 898-2971

## First-Year Experience

Cummings, Corlew, Smith, Beasley and Sims Halls are the home of MTSU's First-Year Experience program. Services and programs offered in these residence halls are geared toward first-year students (29 college credit hours or fewer) and

are designed to enhance academic success at MTSU. The First-Year Experience program offers a number of unique services for first-year students at MTSU, including lower-division classes taught in Corlew, Cummings and Smith Hall classrooms, trained Learning Community Assistants who live in the residence halls and who provide tutoring services in tutoring centers, and special workshops and programs designed to assist students with their transition to MTSU.

**For more information:** Housing and Residential Life, (615) 898-2971

### **Give Me a Beat (Recording Industry Management)**

Freshman RIM majors are invited to join the learning community specifically designed for them, Give Me a Beat. This program is designed to build camaraderie and provide a support network for new RIM majors. The home for the RIM Learning Community is in three buildings—Smith, Beasley, and Sims Halls. To support students academically, all students living in the Give Me a Beat Learning Community are encouraged to enroll in the same section of RIM 1020, American Media and Social Institutions. RIM 1020 is required of all recording industry majors. The course analyzes the content and context of the American mass media to understand how they affect individuals and society. Community members also have the opportunity to take MATH 1710 together and have access to tutors. MATH 1710 grades factor heavily into the candidacy formula for the Recording Industry Department.

**For more information:** Housing and Residential Life, 898-2971

### **Global Learning Community**

The Global Learning Community (GLC) offers a unique residential experience for students with an interest in global affairs and is especially ideal for international students, study abroad returnees, and/or those majoring in a field with an international component. The GLC accommodates thirty-eight (38) residents within a newly renovated house located on Rutherford Boulevard just a short walk from the Rec Center, One Stop, and Student Union. The GLC offers male and female participants both single and shared accommodations on gender-specific floors with gender-specific community bathrooms. The GLC offers a community shared kitchen, living room, dining room, and group study room. Live-in Housing and Residential Life staff provides academic and social programming opportunities for community members with interaction among faculty and staff from various internationally related fields of study.

**For more information:** Housing and Residential Life, 898-2971

### **Honors Living and Learning Center**

The Lyon Complex on the west side of campus next door to the James Union Building is the home of MTSU's Honors Living and Learning Center. Application to this living learning community is limited to students who meet Honors program eligibility requirements. Students who live in the Honors Living Learning Community must also enroll in at least one Honors class (three credit hours) each semester. Honors program participants living in the Lyon Complex have access to special facilities designed to help them make the most of their on-campus experience, including use of a computer lab, access to special Honors College programs and advisement, interaction with their professors outside of class, participation in Honors College seminars, gain valuable leadership skills, and fulfill mandatory service hours.

**For more information:** Housing and Residential Life, 898-2971 or  
University Honors Office, 898-2152

## **Music at Middle**

All music majors are encouraged to become part of this unique community open to music majors from audition to graduation. Musicians of all kinds find a place to come together in the beautiful Monohan Complex. Living among students of similar interests, talents, and academic requirements, you will find support and camaraderie. Students will have access to faculty mentors and will have an opportunity to interact with visiting artists from a variety of disciplines. This community enables music majors to integrate the academic, social, and artistic aspects of their lives. This community also offers the experience of having a music faculty member living in the building through the Faculty-in-Residence program.

**For more information:** Housing and Residential Life, 898-2971

## **Nursing**

We have a learning community for nursing majors located in Smith, Beasley, Sims, Judd and/or Gracy halls. This program is dedicated to the success of students planning for careers in nursing. Living in the community allows interaction with other nursing and science majors and members of the School of Nursing faculty in a meaningful and enriching way. There are a variety of fun, educational activities planned.

**For more information:** Housing and Residential Life, 898-2971

## **Pre-Professional Programs: Pre-Med, Pre-Pharmacy, Pre-Dental**

The Pre-Professional Living Learning Community will support students in their pursuit of pre-professional majors in the health sciences. Preparing students for admission to professional school is the special focus of this community. It is housed in Smith, Beasley, Sims, Judd, and/or Gracy, where other learning communities for students in the sciences are also located, in order to optimize the use of resources, encourage interaction of students in these majors, and reside in closer proximity to MTSU's new Science Building.

**For more information:** Housing and Residential Life, 898-2971

## **True Blue**

This community allows residents to be fully immersed in and committed to what it means to be True Blue. Created in support of the True Blue Pledge, this community is based upon the four core values outlined in the pledge: honesty and integrity, respect for diversity, engagement in the community, and a commitment to reason, not violence. As members of the True Blue learning community, residents will have the opportunity to live out the True Blue pledge on a daily basis with other individuals dedicated to being True Blue and fully understanding its meaning. Members of this community will have opportunities both on campus and within the surrounding community to develop leadership and civic skills, embrace diverse experiences and people, and support the ongoing progress of our institution. This community of students will live in Deere and Nicks Halls, which will give them a more independent residential experience in a beautiful setting.

**For more information:** Housing and Residential Life, (615) 898-2971

## **Women in Science and Engineering (WISE)**

The residential home for the WISE learning community is in Smith, Beasley, Sims, Judd, and/or Gracy halls. This community is right next door to MTSU's brand new Science Building and provides access to a 24/7 front desk, computer lab, community lounges, kitchens, and study rooms. Students in the WISE learning community interact with faculty and professional women in their fields

of study and have the opportunity to mentor junior high and high school girls interested in the sciences. WISE community members engage in a variety of science-related educational, service, and social activities.

**For more information:** Housing and Residential Life, 898-2971

## Lost and Found

Found items should be delivered immediately to the Information Desk in the Student Union Building. You may inquire about lost items by visiting or telephoning the Student Union Information Desk. Online lost-and-found claim forms may be submitted at [www.mtsu.edu/mtunions](http://www.mtsu.edu/mtunions).

**For more information:** Student Union Information Desk, 898-5121

## Mediation and Dispute Resolution

Mediation is a form of conflict resolution used to assist students in resolving differences between parties using nontraditional processes. Mediation is a voluntary process using trained and neutral third-party mediators to assist individuals in developing their own solutions to conflict. Mediation is commonly used to resolve roommate disputes or relationship issues.

**For more information:** Please contact the Office of Judicial Affairs and Mediation Services, 898-2750, KUC 208  
[www.mtsu.edu/judaff/](http://www.mtsu.edu/judaff/)

## Nontraditional Students

See June Anderson Center for Women and Nontraditional Students.

## Off-Campus Student Services

See June Anderson Center for Women and Nontraditional Students.

## Online Catalogs

MTSU's undergraduate and graduate catalogs are online at [catalog.mtsu.edu](http://catalog.mtsu.edu). Highlights include

- **Catalog Search Features**—search by dropdown menu or by typing in a keyword;
- **Majors A–Z**—listed alphabetically by major and concentration (specialty);
- **Minors A–Z**—listed alphabetically;
- **Academic Maps**—listed alphabetically by major and concentration (specialty);
- **General information** (General Education, admissions and registration, expenses/tuition and financial aid, international admissions, undergraduate degree requirements, academic policies and procedures, and graduation);
- **My MT Catalog**—store favorite courses, programs, and policies in one place for easy access;

- **Print-Friendly Page**—print any page by clicking on the Print-Friendly Page icon;
- **Mobile version**—access the catalog from any smartphone or tablet;
- **Help**—get help by clicking the **question mark** on each page.

## Online Degree Program

See University College.

## Orientation (CUSTOMS)

Orientation sessions for new students who enroll in the fall are held during the summer. Students who enroll for spring have orientation in late November or early December. During the program, new students (and their parents or spouses, if they choose to participate) meet with University administrators, faculty, staff, and students. Academic advising and the opportunity for priority registration are also provided. Student orientation assistants (SOAs) assist in all aspects of the program, and students interested in applying for these positions should contact the Office of New Student and Family Programs.

**For more information:** Gina Poff, KUC 326, 898-2454

## Parental Notification

Middle Tennessee State University recognizes that students, parents, and the University are in a partnership in which each has the responsibility of promoting a healthy and productive educational experience. The University disciplinary process exists to provide corrective action that is educational and developmental, to protect the campus community, and to maintain an environment conducive to learning. Violations of the MTSU alcohol and drug policy can detract from that learning environment. We believe parents can assist students in fulfilling their educational goals through the use of open dialogue.

The *Tennessee Code Annotated*, Title 49, Chapter 7, Part 1 legislation by the General Assembly (House Bill 4088, Senate Bill 4108), requires Middle Tennessee State University to notify the parents or guardians of students under the age of 21 when those students are found responsible for alcohol- and drug-related offenses.

In addition, the parent/guardian may be contacted in any instance in which the health or safety of the student has been threatened either through the student's own acts or the acts of others.

## Parent and Family Association

The MTSU Parent and Family Association was formed in 1998 to serve as a support network for parents and families of MTSU students. The Parent and Family Association is a volunteer organization that provides opportunities for families to become involved in their son's/daughter's education. The association also serves as a vehicle through which parents can ask questions and make suggestions. A regular newsletter, available to all members, is designed to keep parents up-to-date on happenings at MTSU. Membership in the association is \$60 for four years or \$30 for one year. If you or your family is interested in more

information, please contact the Office of New Student and Family Programs or visit our website, [www.mtsu.edu/parents](http://www.mtsu.edu/parents).

**For more information:** KUC 326, 898-2454,  
[parents@mtsu.edu](mailto:parents@mtsu.edu)

## Parking and Transportation

MTSU seeks to encourage an awareness of rules regarding parking on campus and an attitude of cooperation by students. The University makes every reasonable effort to be sensitive to students' concerns and to offer suggestions to students to assist them in operating their vehicles in concert with established rules.

Students should thoroughly familiarize themselves with the current *Traffic and Parking Regulations*, with which all motorists on campus must comply. This information is provided at the time vehicles are registered and is also available at the Parking and Transportation Services and the SGA offices. The following suggestions/information are offered as a student service.

1. Students may park only their designated color-coded area. Color-coded parking is enforced from 7:00 a.m.–6:30 p.m., **Monday–Friday**.  
**Residents and commuters have different colored permits. Please contact Parking and Transportation Services at 898-2850 for further information.**
2. Parking patterns at the beginning of each semester are not typical. During this time, more cars are on campus and new students are not as familiar with parking rules, resulting in a more harried and congested situation. As the semester progresses, however, students will “learn the system.”
3. Any vehicle you operate on campus for any period of time must display either a regular or a temporary permit. (See Parking Permits.) A typical scenario is a new student using a family car to move into the residence hall, intending to return the vehicle home after a week or so. If this occurs, it is necessary to obtain a temporary permit from the Parking and Transportation Services Office. A lack of awareness of the need to obtain a temporary permit will result in a number of traffic tickets for “no campus permit.”
4. Because of lack of space and the scenic beauty of the interior campus, a very limited number of parking spaces have been created surrounding the main classroom buildings. Therefore, students who live in residence halls are encouraged to leave cars parked in the vicinity of their residence halls rather than attempt to drive to class. Commuters should plan to arrive on campus early enough to allow sufficient time to get to class. A shuttle, the Raider Xpress, runs 7:00 a.m.–10:00 p.m., Monday–Thursday, and on Friday 7:00 a.m.–6:00 p.m. throughout the campus, from the perimeter to the center. Ample parking is always available in the Rutherford lot located at the intersection of Rutherford Boulevard and MTSU Boulevard, and the lot on Rutherford Boulevard across from Greek Row.
5. Qualified students can apply for disabled parking permits at the Parking and Transportation Services Office. Temporary permits for those students only temporarily disabled are also obtained through Parking and Transportation Services.

**For more information:** Current Traffic and Parking Regulations  
Parking and Transportation Services, 898-2850

## Parking Permits

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

For more information or clarification, refer to the Traffic and Parking Regulations booklet or go to our website at [www.mtsu.edu/parking](http://www.mtsu.edu/parking). **NOTE:** *Permits expire August 15; no separate charge applies.*

## Pharmacy

See Health Services.

## PipelineMT

PipelineMT offers a single-login web interface that provides access to many of MTSU's information resources. The majority of student services are available on the **RaiderNet** tab.

Some services offered on RaiderNet include access to registration dates, fee payment by credit card or e-check, view holds, course section searches, update address, class schedules, unofficial transcript, financial aid data, degree evaluations, and vehicle registration form.

PipelineMT also offers campus email, academic course calendars, online course tools, personal calendars, and other MTSU websites that have been grouped together for ease of use.

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

1. Go to [www.mtsu.edu/changepw](http://www.mtsu.edu/changepw), select **Change your Password** for PipelineMT or MTMail and follow instructions.
2. An email with an encrypted link will be sent to your personal email address that is valid for one hour (provided it is not an @MTMAIL or @mtsu.edu email).
3. Open your personal email and select the encrypted link and follow instructions.
4. Your username will be displayed. Students will be prompted to create passwords within the parameters given. The initial password is created by the student.
5. An email will be sent to your MTMAIL email account as notification of the change as an extra level of security.

## Placement

See Career Development Center.

## Police

See University Police.

## Post Office

A full-service Post Office is located on the first floor of Keathley University Center. Window service is available 8:00 a.m.–4:00 p.m., Monday–Friday. Students residing on campus will automatically receive mail service. Approximately a week before classes begin, you will be assigned your post office box. You may find your mailing address and post office box combination in Pipeline, under the **Student** Tab, in the **Registration** link. When a package or item too large for your box arrives, you will receive an email at your MTSU email address. Bring your student ID to the Post Office window to sign for your package. Packages are held for 30 days. Students living off campus who wish to receive mail service will need to bring their student IDs and pay \$12 at the Post Office window. Students not paying for a mailbox will either have their mail forwarded (through Pipeline, under the Student Tab, in the Registration link) or returned.

Your mail should be addressed:

Your full name  
MTSU Box\_\_  
MTSU  
1301 E. Main St.  
Murfreesboro, TN 37132-0001

**For more information:** Post Office, 898-2459  
[www.mtsu.edu/postoffice/index.php](http://www.mtsu.edu/postoffice/index.php)

## Professional Development Program

See University College.

## RAIDER FUNDS

A personal **RAIDER FUNDS** account, accessed through the student's Blue ID, is available to all students. **RAIDER FUNDS** is a declining balance, money management program that allows students a convenient and safe way to make campus purchases without cash, checks, or credit cards.

**RAIDER FUNDS** can be used to purchase meals and snacks at any of the food service locations on campus; to buy a meal plan or budget card from the food service office; to make purchases at Dwight's Mini Mart; to pay for purchases at Phillips Bookstore; to pay fines at the library; to make copies at the library; to get items from many campus vending machines; to pay for services provided at the Student Health Services Center; or to pay any amount payable at the Business Office (i.e., parking tickets, telephone bills, fees).

**Lost or stolen RAIDER FUNDS** cards should be reported immediately to 898-5523. At night or on weekends, call University Police at 898-2424.

Your personal **RAIDER FUNDS** account can be activated by making a minimum deposit of \$10 online at [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition) or at the Business

Office cashier windows. Go to [blueid.mtsu.edu](http://blueid.mtsu.edu) to view your **RAIDERFUNDS** balance and transaction history. Cash withdrawals are not permitted.

**For more information:** [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition)

## Raider Xpress

Raider Xpress is a free shuttle service provided Monday–Thursday, 7:00 a.m.–10:00 p.m.; and Friday, 7:00 a.m.–6:00 p.m. This service runs throughout campus, from the perimeter lots to the center. Locations of stops and routes are available in the *Traffic and Parking Regulations* handbook. Buses are accessible to individuals with disabilities. The service is intended to alleviate congestion in the campus core and make perimeter lots more useful.

**For more information:** Parking and Transportation Services, 898-2850

## Recreation

Campus Recreation provides a dynamic, comprehensive recreation program for MTSU students, faculty/staff members, and guests. Activities and programming include competitive team sports intramural play, informal pickup games, fitness classes, swimming and water exercise, and outdoor recreation. Activities include and are not limited to the following:

<b>Team</b>	<b>Individual</b>	<b>Fitness</b>	<b>Outdoor</b>
football	tennis	aerobics	Ocoee rafting
volleyball	racquetball	weight lifting	kayaking
basketball	volleyball	lap swimming	canoeing
softball	golf	swim gym	backpacking
dodgeball	ultimate frisbee	jogging	snow skiing
soccer	table tennis	walking	rock climbing
kickball	sports trivia	cardio exercise	caving

A variety of equipment is available at the equipment checkout desk at the Recreation Center. Equipment may be checked out by presenting your student M number. Equipment available includes basketballs; badminton racquets and nets; footballs and flags; Frisbees; racquetball racquets, eye guards and balls; soccer balls; ping pong paddles and balls, indoor and outdoor volleyballs, poles and nets; wallyballs and nets; and weight belts.

Outdoor equipment is available through the Outdoor Equipment Rental (OER) office at the entrance of the Recreation Center. Rental fees for outdoor recreation equipment vary by type and length of time used. Outdoor recreation equipment includes two-person and five-person tents, backpacks, sleeping bags and pads, climbing shoes, canoes, kayaks, canoe trailers, caving lights and helmets, stoves, coolers, and cook kits.

Bike rentals and a bike shop are also available in the OER. Students are encouraged to rent bikes or to bring bikes and park in perimeter parking to get to class and across campus.

**For more information:** Campus Recreation,  
[www.mtsu.edu/camprec](http://www.mtsu.edu/camprec), 898-2104  
Health, Wellness, and Recreation Center

## Recreation Center

See Health, Wellness, and Recreation Center.

## Recycling

The University encourages all faculty, staff, students, and alumni to be good citizens through their support of the MTSU Recycling Program. Recycling has reduced waste and the costs associated with waste disposal, conserved resources for the next generation, and has raised money for academic scholarships at MTSU. More than 9,000 TONS of paper products (mixed and white paper, newspaper, magazines, cardboard), and metals, have been diverted from the local landfill. The program, which provides collection in buildings on and off campus, also recycles plastic, ink cartridges, batteries, pallets, e-waste, and numerous additional items. The MTSU Recycling Program proceeds support the program's student workers and have been used to establish more than 32 academic scholarships as well as to finish endowing some additional scholarships representing a wide variety of academic departments. The recycling drop-off center for the campus is located in the parking lot just to the east of the Champion Way and Greenland Drive entrance to campus and is open for the local community's convenience as well. Numerous large containers for collecting newspaper, magazines, aluminum cans, mixed paper, plastic, and cardboard are located there.

**For more information:** Center for Energy Efficiency/Recycling Program  
HOB, 898-2822

## Registration

For registration information, common forms, and the registration guide, go to <http://mtsu.edu/registration/> or contact the MT One Stop at 898-2111.

## Registration Confirmation

To confirm a student will attend MTSU and validate his/her registration, it is necessary to access PipelineMT at [www.mtsu.edu](http://www.mtsu.edu) and do the following:

- Log in to **PipelineMT**, click on **RaiderNet**, then on the **Student** tab.
- Select **Student Account**.
- Select **Confirm Enrollment/Registration Payment/Account Detail for Term**.
- Select the term.
- Account balance summary and account detail for the term will be displayed.
- **To confirm**, click **“Yes, I will attend during . . .”** Wait for a confirmation number and **write it down**.
- If no confirmation number is received, then there is a balance due, and the student either needs to pay or contact the Financial Aid Office if receiving loans, grants, or scholarships, which should cover the total bill.
- To pay, select **Continue**.
- Select **Recent Account Activity**; then select **Make a Payment**.
- Click on **Pay** or **Make a Payment**.
- Follow payment directions.

**Please note: Reviewing the class schedule does not confirm registration;** students must select the **Confirm Enrollment/Registration Payment/Account Detail** option, and then select the **“Yes, I will attend during . . .”** option. Once this option is selected, **a confirmation number will be given if registration is confirmed.** When a confirmation number is assigned, the system will hold the student’s classes. **If the registration is not confirmed before the fee payment deadline, the class schedule will be deleted from the computer.** Financial aid **refunds cannot be processed until confirmation is completed.**

**Check the online registration guide and [www.mtsu.edu/tuition](http://www.mtsu.edu/tuition) for detailed instructions, dates, and deadlines for each term.**

All students who preregister and decide not to attend MTSU should access RaiderNet before the final fee payment date for the term to drop all classes from their records. If students decide not to attend MTSU after confirming, they must withdraw from the University. See withdrawal information on page 86. (See Confirmation Number)

**For more information:** MT One Stop , SSAC 210, 898-2111  
[www.mtsu.edu/tuition](http://www.mtsu.edu/tuition)

## Release of Directory Information

The Family Education Rights and Privacy Act (FERPA) allows MTSU to release directory information concerning a student without his/her consent. Directory information includes the student’s name, address, email address, telephone listing, photograph, year and place of birth, major field of study, enrolled hours, student level (freshman, sophomore, etc.), participation in officially recognized activities and sports (if student is a member of an athletic team, weight and height), dates of attendance, degrees and dates conferred, awards and dates received, and the most recent previous educational agency or institution attended by the student.

A student may request that such directory information not be released to anyone other than those persons defined as school officials. To do so, a Request for Non-Release of Directory Information form (<http://www.mtsu.edu/resources/students/index.php>) must be signed and submitted at the MT One Stop, mailed to the Registrar’s Office, faxed to 898-5538, or scanned and emailed to [records@mtsu.edu](mailto:records@mtsu.edu). The request is valid until the student requests the institution to remove it. A student must notify the Registrar’s Office in writing to resume the release of directory information.

**For more information:** Registrar’s Office, MT One Stop, 898-2111

## Religious Organizations

See Campus Ministry Organizations.

## Repeated Courses

Students may repeat courses for the purpose of raising their grade point averages subject to the following:

1. No course should be attempted more than twice (i.e., repeated more than once) except upon the advice of the faculty advisor. The first time a course is taken is the first attempt; it is not a repeat until taken again. If a student repeats

a course more than once, the hours will be added to the total GPA hours and therefore will be included in figuring the cumulative grade point average.

**For example:**

first attempt of ENGL 1010:

F = 0 GPA hours, 0 hours earned;

first repeat of ENGL 1010:

F = 3 GPA hours, 0 hours earned;

second repeat of ENGL 1010:

C = 6 GPA hours, 3 hours earned.

**An example of a successful repeat:**

first attempt of ENGL 1010:

F = 0 GPA hours, 0 hours earned;

first repeat of ENGL 1010:

C = 3 quality hours, 3 hours earned.

In other words, if a student **repeats** a course **once** and **improves** the grade, the effect on the cumulative hours taken is the same as if the course were successfully completed on the first attempt. However, if a student takes a course multiple times, each repeat increases the cumulative GPA hours; taking the same three-semester-hour course five times, for example, is one attempt and four repeats and therefore is 12 GPA hours.

2. The last grade earned will stand even if the last grade received is an F and the student has previously received a grade higher than an F. The previous passing grade will not calculate in hours earned. All repeated courses remain on the student's transcript with repeat notation.
3. Veterans receiving educational assistance benefits may not repeat courses previously passed and receive veterans financial assistance for such unless a minimum grade is required in the program.
4. Students may not repeat a course for credit in which they have previously earned the grade of A or B or P without approval from the department which houses the course. The Undergraduate Request to Repeat Courses form can be accessed online at [www.mtsu.edu/resources/students/academic.php](http://www.mtsu.edu/resources/students/academic.php).
5. Students may not repeat a course in which they have currently the grade of I (incomplete). Students must make arrangements with the instructor who assigned the incomplete to finish the course during the succeeding semester, excluding summer. The instructor will then submit a grade change form.
6. Students may use ENGL 2020 or ENGL 2130 or ENGL 2230 or ENGL 2330 or HUM 2610 interchangeably for purposes of repeating a course.
7. This repeat policy took effect in fall 1981. All courses attempted since then are subject to this policy. Courses attempted before fall 1981 are subject to the previous repeat policy.
8. Students who receive the TELS (Lottery) scholarship are subject to course repeat policies of the Tennessee Education Lottery Scholarship regulations and rules. Contact the Financial Aid and Scholarship Office for specific rules.

**For more information:** MT One Stop, 898-2111

## Returned Checks

Returned checks are subject to a \$30 fine per check returned and may result in a late registration fee of \$100 and a \$25 late fee if the student is enrolled in the Deferred Payment Plan. If returned checks used as payment of registration fees are not promptly repaid, the student will be deleted from the class rolls.

A student will not be permitted to pay registration fees by check if any previous check in payment of registration fees has been returned. This includes checks for deferred payment that are subsequently returned. Students on a **Cash Only** status should be prepared to pay registration fees with cash, cashier's check, certified check, money order, or by authorized credit card or check card.

The privileges of cashing checks and making payments for fees and charges by personal check will be revoked for a period of one year from the date the last check is returned if (1) more than one check is returned within a 12-month period, or (2) if any check returned is not paid within ten (10) working days. Students coded **No More Checks** may use cash, cashier's check, money order, or an authorized check card or credit card to make purchases or pay on student accounts.

Any student who was previously coded **No More Checks** and has another check returned will have all check-writing privileges at the University permanently revoked.

## Selective Service

All male U.S. citizens and noncitizens who take up residency in the United States of America, ages 18–25, must register with Selective Service before registering for classes at MTSU. This requirement does not apply to veterans and others exempt by federal law.

## Senior Exit Exams/Graduation Testing Requirement (Undergraduate)

Undergraduate students are required, as a prerequisite to graduation, to take one or more tests designed to measure general education achievement and achievement in majors of study for the purpose of evaluating academic programs. Unless required by an individual program, no minimum score or level of achievement is required for graduation. Major Field Testing is required of students in selected programs.

All graduating seniors are required to complete a General Education exam. Students will be notified about the tests, test dates, and locations by MTSU email. Students should schedule to take the general education exam or major field test (for some majors) by visiting the website [www.mtsu.edu/flextest](http://www.mtsu.edu/flextest), and choose "Schedule Major Field Testing or General Education Testing." The exam is administered on the computers in KUC Room 107.

**For more information:** email [iepr@mtsu.edu](mailto:iepr@mtsu.edu) or [www.mtsu.edu/iepr](http://www.mtsu.edu/iepr)

## Service Opportunities

MTSU offers a variety of ways for students to volunteer on campus and in the Rutherford County community. Students may choose to join a community service-based student organization and participate in group volunteer work or volunteer individually as their schedules permit. Campus-wide volunteer

opportunities include, but are not limited to, Monthly Service Projects, Alternative Break, Habitat for Humanity, and The Big Event.

**For more information:** Student Organizations and Service, 898-5812

## Sexual Harassment

See Discrimination and Harassment.

## Sexual Violence

Sexual violence is an umbrella term used to cover a broad spectrum of abusive behaviors. Sexual violence includes rape, sexual assault, domestic violence, stalking, and dating violence. MTSU strives to educate the campus community about sexual violence in a variety of ways including educational programming during CUSTOMS and Sexual Assault Awareness Month.

Educational programs and opportunities are available in the residence halls as well as via student organizations. Students are encouraged to visit

**[www.mtsu.edu/titleix/](http://www.mtsu.edu/titleix/)** and **[www.mtsu.edu/judaff/](http://www.mtsu.edu/judaff/)** for additional information.

Students who have been a victim of sexual violence can report sexual violence to the Department of Public Safety, the Murfreesboro Police Department, the Department of Housing and Residential Life, or MTSU Judicial Affairs and Mediation Services. On-campus students are encouraged to contact the Department of Housing and Residential Life, specifically their resident assistants, hall director, or area coordinator for immediate assistance. Students may also contact the MTSU Title IX Coordinator, Marian Wilson at 898-2185. Students are strongly encouraged to seek medical treatment and counseling.

Students should be aware that ANY sexual intercourse without mutual consent is rape, and any sexual contact without consent is sexual assault. For instance, mutual consent cannot be established with a partner who is suffering from a mental disease or defect which renders the person temporarily or permanently incapable of appraising the nature of the conduct; temporarily incapable of controlling his/her conduct due to the influence of a narcotic, anesthetic or other substance; or is unconscious, asleep, or for any other reason physically or verbally unable to communicate an unwillingness to act. Victims' resources include:

MTSU Guidance Services, KUC 326S, 898-2670

MTSU June Anderson Center for Women and Nontraditional Students,  
Student Union 330, 898-5989

MTSU Office of Judicial Affairs and Mediation Services, KUC 208, 898-2750

MTSU University Police , 898-2424

MTSU Title IX Coordinator, 898-2185

Sexual Assault Center (Nashville), 259-9055

Domestic Violence Program and Sexual Assault Services (Murfreesboro),  
896-7377

The Guidance Center, 893-0770

Domestic Violence, 896-7377

St. Thomas Rutherford Hospital, 396-4100

## Sirens and Loudspeakers

To ensure against unnecessary disturbances to classes or to resident students, the use of sirens, loudspeakers, and other sound-amplification equipment on campus must be authorized in advance by the dean of Student Life or the director of Public Safety.

**For more information:** Danny Kelley, Assistant Vice President for Student Affairs  
STU 330, 898-5812

## Sororities

See Fraternity and Sorority Life.

## Speech/Language and Hearing Clinic

The Middle Tennessee State University Speech/Language and Hearing Clinic is located on the second floor of Boutwell Dramatic Arts Building. The clinic provides speech/language and hearing evaluations and therapy services to persons in all age groups who have hearing, articulation, voice, stuttering, language, and/or other communicative disorders. Services are available to MTSU students at no charge.

**For more information:** Speech/Language Hearing Clinic, 898-2661

## Sport Clubs

The Sport Club program offers recreational and competitive activity for those with common interests. This program makes available to students both formal and informal opportunities for approximately 30 men's and women's sports. The Campus Recreation website ([www.mtsu.edu/camprec](http://www.mtsu.edu/camprec)) contains a list of all current sport club opportunities. Other activities may be available on request.

**For more information:** Josh Stone, [www.mtsu.edu/camprec](http://www.mtsu.edu/camprec)  
898-2104

## Student Patrol Escort

University Police will provide walking escorts for anyone on campus at any time. University Police utilizes MTSU students as part of the Student Patrol unit to handle requests for walking escorts between the hours of 6:30 p.m. and midnight each day. In order to take advantage of this service, simply call Public Safety at 2424 and tell the dispatcher where you are.

Remember to call University Police at any time you feel you need assistance. Another service provided to students is Rave Guardian. The Rave Guardian Campus Safety app transforms mobile phones on campus into personal safety devices. More information is available on the University Police website.

**For more information:** University Police, 898-2424  
[www.police.mtsu.edu](http://www.police.mtsu.edu)

## Student Programming (Raider Entertainment)

Students and staff in the Student Programming and Activities Office are committed to generating educational experiences outside the classroom. Through this office, we have created a student group called Raider Entertainment, providing opportunities to become directly involved in the planning and production of special events on campus. Active involvement enhances valuable life skills such as problem solving, process management, creative thinking, and the development of ethics and values.

Membership is open to any student. There are no prerequisites except a willingness to get involved! Students who apply to join our council have the opportunity to get experience in all aspects of event coordination, from choosing films for our theater and booking concerts to operating the Student Union Game Room and running traditional programs.

**For more information:** Student Programming and Activities  
STU 340, 898-2551  
[www.mtsu.edu/events](http://www.mtsu.edu/events)  
[www.twitter.com/mtsustudprog](http://www.twitter.com/mtsustudprog)  
[www.facebook.com/mtsustudentprogramming](http://www.facebook.com/mtsustudentprogramming)

## Student Right to Know

Information regarding graduation or completion rates of the student population or graduation or completion rates of student-athletes is available in the Office of Institutional Research.

**For more information:** Jones Hall, room 200, 494-8803

## Student Code of Conduct

The *Student Code of Conduct* online handbook establishes expectations and regulations governing individual behavior as well as the behavior of student organizations. The handbook provides detailed information about the disciplinary process in place at MTSU and establishes prohibited behaviors at the institution. Every student enrolled in the University is required to abide by these rules. Handbooks are available online at <http://www.mtsu.edu/student-conduct/>.

**For more information:** The Office of the Assistant Dean for Judicial Affairs and Mediation Services, KUC 208, 898-2750

## Student Support Services

The TRiO Student Support Services (SSS) program is a federal TRiO grant funded by the U.S. Department of Education. TRiO SSS provides opportunities for participating students to enhance their academic success while motivating them toward the successful completion of their college degrees. Services offered include: tutoring in general education areas; academic and career advising; assistance with course selection and applying for graduate school; personal and academic success workshops; sponsored cultural events; and information about and assistance with applying for federal financial aid. To participate and receive assistance, students must meet grant requirements including full-time enrollment

at MTSU and have a verified academic need AND have first-generation student status and/or be income-eligible per federal guidelines and/or have a disability. All services are offered free to participating students.

**For more information:** TRiO Student Support Services  
KUC 308, 898-5443,  
[www.mtsu.edu/ssupport](http://www.mtsu.edu/ssupport)

## Student Union Building

The Student Union Building, opened in fall of 2012, focuses on the needs of MTSU's student community. The 250,000-square-foot facility houses a food court, a casual dining restaurant, game room, ATMs, Phillips Bookstore, and offices on the first floor. On the second floor there are conference rooms, seminar rooms, a ballroom, a video theater, computer lab, and offices. Seminar rooms and offices for Student Programming and Activities, the Center for Student Involvement, and the Student Government Association are on the third floor. There are also numerous lounges and TV viewing areas throughout the building.

**For more information:** Cynthia Stone, STU 107, 898-2591

## Study Abroad and Exchanges

See Education Abroad.

## Technology Resources on Campus

### Information Technology Division ([www.mtsu.edu/itd](http://www.mtsu.edu/itd))

The MTSU Information Technology Division (ITD) manages and supports information technology resources on campus. ITD manages the campus network and MTSU's primary academic and administrative computing systems, provides telecommunications services, promotes and supports instructional technology, provides academic computing support, provides technical support, supports MTSU's primary administrative applications such as student information, and oversees the campus Web pages and ID system.

### Student Computing Accounts

All students are provided with a computer account that includes an email account. Faculty can use computer resources for course communication and development for course-related websites.

### Student Information Services

The information technology infrastructure enhances student learning by facilitating access to services and resources regardless of physical location or time of day. Infrastructure includes the following:

**Academic Servers.** The academic servers are available to students and faculty 24/7 throughout the year except for periodic maintenance. These servers provide email, computing accounts and access to statistical packages and programming languages, along with other software.

**Administrative Servers/Web Portal.** PipelineMT provides students, faculty, and staff with access to information housed in administrative information systems, i.e., student, financial aid, human resources, finance, alumni, and

others. With PipelineMT, many academic and administrative services can be accessed from the Web. A connection to PipelineMT can be made from the MTSU home page by clicking on the **PipelineMT** link.

- Students can complete the registration process, schedule classes, check for open courses, pay fees with a credit card, access grades and transcripts, process financial aid, determine account balances, and access many other areas via their portal accounts. (Some options may be unavailable during special billing and grade processing.)
- Faculty access course information, use the D2L learning management system, and submit grades.
- Staff can access their human resources data and make adjustments as appropriate.
- PipelineMT provides access to University email, targeted and personal announcements, calendaring options, and selected websites.
- Course tools such as class email distribution lists, file posting, message boards, class calendars, and chat are available to course enrollees and instructors.
- The group studio tool allows student organizations and faculty collaboration groups to have PipelineMT space to post group announcements, conduct group activities online, and exchange ideas among group members.

**Network Access.** Access to the Internet is provided via NetTN and XO-. Access to Internet2 and applications such as the Access Grid is provided via a sponsored connection by Vanderbilt University. Residence hall rooms and apartments are 100 percent wired for network access, and have complete wireless coverage in the rooms and common areas.

**MTSU BlueID Card:** The MTSU BlueID card allows students, faculty, and staff access to campus services and privileges. Students use BlueID to receive health services; attend campus events; gain entry into the dorms, campus computer labs, residence hall computer labs, print, and purchase extra tickets to campus events. The BlueID card also serves as a meal ticket and library card.

The BlueID card can become a debit card for use across campus if a student chooses to deposit money into a RAIDER FUND\$ account. RAIDER FUND\$ can be used to purchase items at Phillips Bookstore, to pay registration fees, buy a snack or soft drink at many campus vending machines, or purchase meals at any of the food service locations on campus.

The BlueID office is located in JUB, room 306. Hours at the BlueID office during nonregistration times are Monday through Friday, 8:00 a.m.–4:30 p.m. (For evening students, BlueIDs are made in KOM, room 126. Evening hours vary depending upon class schedules.)

If a BlueID is lost, it will be invalidated as soon as the loss is reported. The BlueID office can be called during regular business hours or go to **[www.mtsu.edu/BlueID/links.php](http://www.mtsu.edu/BlueID/links.php)**. Replacement cards are made for lost or stolen BlueID cards. There is a \$10 fee for replacing a card. A free replacement card will be made for any card that breaks if the student brings in the broken card.

**MTSU's Online Learning Environment (D2L)** Your instructor(s) may choose to use MTSU's online learning environments to support coursework. These Web pages may be used to provide course materials, allow you to communicate with your instructor and classmates, complete assignments, and check grades.

## **ITD Student Publications**

**Information Technology Handbook for MTSU Students.** This handbook provides information to get students started with their computing accounts and to introduce them to campus information technology resources. These handbooks

are given to every student who has a BlueID card made and are also available at ITD in Cope, room 003.

The “Technology and You” brochure outlines the various technology-related services available to students at MTSU. These brochures are given to every student who receives a BlueID card and are also available at the Help Desk.

The student newsletter, “Technology Xpress,” is an online publication featuring technology-related items of particular interest to students.

## **Master Classrooms**

ITD currently supports more than 200 computerized classrooms. These classrooms, designed in collaboration with the Academic Affairs Division, contain a PC and/or Mac computer, a teacher station with an AMX touch-screen control panel, various media sources, ceiling-mounted projector(s), and whiteboards. Designs vary per departmental needs and teaching requirements.

## **Other ITD Student Services**

**Information Technology Help Desk.** The Information Technology Help Desk is available seven days a week when classes are in session. Students may visit in person, call, or email the Help Desk. The IT Help Desk is staffed with two full-time technicians and many students who are specifically trained to answer technology questions as they relate to MTSU products and services. Visit the Help Desk at KUC 320 or contact at 615-898-5345 or email [help@mtsu.edu](mailto:help@mtsu.edu). When classes are in session the Help Desk hours are:

Sunday, 2:00 p.m.–9:00 p.m.

Monday–Thursday, 7:00 a.m.–9:00 p.m.

Friday, 7:00 am–4:30 p.m.

Saturday, 8:00 a.m.–4:00 p.m.

**Student Laptop Service.** As an additional service to students, the Help Desk provides virus and wireless help for student-owned computers.

**Student Technology Assistant (STA) Program.** The Information Technology Division provides technology, customer service, and life skills training to all University computer lab student assistants via the Student Technology Assistant (STA) program. To apply for an STA position, go to [www.mtsu.edu/sta](http://www.mtsu.edu/sta) and complete an application and skills assessment.

## **Campus/Departmental Computer Labs**

**University Computer Labs.** All students, faculty, and staff may use any one of the five computer labs committed to serving the computing needs of the campus. The labs also have evening and weekend hours. One of the five labs is open 24 hours a day, 7 days a week when classes are in session and is located centrally on campus. The five University computer labs are strategically located throughout campus for convenient and easy access. In addition to the labs that are labeled University labs, there are many other computer labs on campus that are open to all students.

**Departmental Computer Labs.** There are several departmental labs designated for students in specific departments or programs.

**Center for Educational Media.** The Center for Educational Media (CEM), located in McWherter Learning Resources Center (LRC), provides audio and video production services for MTSU faculty and staff. The CEM delivers high-quality educational programming via satellite, webcasting, and cable television for MTSU and public and private partners.

The Educational Resource Channel @ Middle Tennessee (MTSU Channel 9), one unit within CEM, provides informative, educational, and dramatic programs

not generally available through commercial or public television stations to K–12 schools and cable subscribers. The College of Mass Communication administers MTSU Channel 10.

Audio/Visual (A/V) Services, another unit within CEM, supports faculty use of audio/visual equipment through its Equipment Section and helps faculty create high-quality original videos through its Television Section. A/V Services also operates, and maintains the television, satellite, and webcasting systems for program delivery.

## Theatre and Dance

MTSU Theatre and Dance proudly presents four major theatre productions each year plus fall and spring dance concerts. Regardless of major, all students may audition or participate in design/technical areas. Student admission is FREE with presentation of a valid MTSU ID. All tickets are sold at the door.

**For more information:** Department of Theatre and Dance, BDA 205, 898-2640, or [www.mtsu.edu/theatre](http://www.mtsu.edu/theatre)

### Dance

MTSU Dance Theatre produces two major dance concerts and other public performances annually. All students may audition for major dance productions. Other dance opportunities within classes and productions include working with guest choreographers and master teachers in ballet, modern dance, and jazz.

**For more information:** Marsha Barsky, MC G040, 898-5023 or [Marsha.Barsky@mtsu.edu](mailto:Marsha.Barsky@mtsu.edu)

### Theatre Clubs

Each semester Alpha Psi Omega, the national honorary dramatic fraternity, sponsors plays, performance opportunities, and other theatre-related activities. Membership is achieved through work in the theatre.

**For more information:** Justin Durham, BDA 205, 898-2181 or [Justin.Durham@mtsu.edu](mailto:Justin.Durham@mtsu.edu)

## Theft

MTSU encourages all students, faculty, and staff to take positive steps to prevent the likelihood of theft of personal or institutional property.

Doors to offices and residence hall rooms should be locked if not occupied. Similarly, automobiles should be secured to prevent easy access. Expensive car stereos, laptops, MP3 players, GPS devices, and other items should not be left in unsecured cars or cars that are unattended. Bicycles should be locked to the racks provided near residence halls and academic buildings.

Valuable jewelry, keepsakes, and other irreplaceable items should be left at home. Money, billfolds, and purses should be kept in secure areas when not in use. All personal property should be engraved with the owner's name and identifying number (not a social security number or date of birth), when possible. Operation ID is a program offered by University Police to assist students with engraving and/or recording serial numbers of valuable items.

Students should be careful to put their names and other identifying marks in their textbooks. Textbooks and backpacks should not be left unattended, especially in the campus dining facilities, and Walker Library. Do not place

valuables in unsecured lockers, or leave items unattended when utilizing the Recreation Center.

All instances of theft should be reported to University Police immediately.

**For more information:** Assistant Dean of Judicial Affairs and Mediation Services, KUC 208, 898-2750  
University Police, 898-2424

## Tickets, Athletic and Other Events

The Athletic Ticket Office is open Monday through Friday, 8:00 a.m.–5:30 p.m., and is located at Gate 1A of the football stadium.

Regular season athletic events are free to all MTSU students with a valid MTSU ID. In addition, MTSU students may purchase student guest tickets at a reduced rate in advance and on the day of the game.

Many University-sponsored events are free to students. Others have reduced ticket prices. For information concerning athletic events, concerts, or other events, please call 898-2103 or 898-5261.

**For more information:** Blue Raider Ticket Office, 898-2103 or 898-5261  
[www.goblueraiders.com/tickets](http://www.goblueraiders.com/tickets)

## Tickets, Traffic

Students at MTSU are subject to the rules and regulations regarding traffic and parking. Violations of these rules may result in a ticket being issued which will require payment of a fine. The appropriate fine will be assessed for the violation committed. Booting and towing of vehicles is done for many reasons. These reasons are listed in Section 5 of the *Traffic and Parking Regulations*.

In order to avoid substantial financial penalty, students should be thoroughly familiar with the parking rules and regulations.

A student may complete an application to appeal ticket(s) by going to the SGA website at [www.mtsu.edu/sga](http://www.mtsu.edu/sga). The appeal will be heard by a student board, which will decide whether or not the ticket(s) will be voided.

The MTSU parking permit must be properly attached to the FRONT windshield in the extreme lower corner on the driver's side OR hung from the rearview mirror of the vehicle being operated, with the decal number facing the outside of the car and clearly visible. In those cases where compliance with the above is not feasible, **the permit must be clearly visible through the front windshield when viewed from outside** or the registrant must consult with Parking and Transportation Services for proper placement of the permit. The responsibility of transferring and properly displaying the hang tag rests with the individual to whom the permit was originally issued. If for some reason the hang tag is not transferred to the vehicle being parked on campus, the individual originally purchasing the hang tag will be required to obtain a temporary one-day permit. If an individual with a current permit receives a citation for a missing or improperly displayed hanging tag, the citation will be cancelled only if it is taken to the Parking and Transportation Services Office within seven (7) class days of issuance and the violator can show the current permit at that time. (Vehicle must be parked in a designated parking area according to the permit color for the citation to be cancelled.) No more than three (3) such citations will be cancelled per semester. (Note: In the event that a vehicle receives more than one "No Campus Permit" ticket during a calendar day, those tickets will

be reviewed as one offense.) Class days are Monday through Friday, excepting official University holidays for faculty, staff, and/or students. (See Parking and Parking Permits.)

Tickets are paid at the Bursar's Office.

**For more information:** Student Government Association, KUC 208,  
898-2464  
Parking and Transportation Services, 898-2850

## Tobacco-Free Campus

Effective January 1, 2012, MTSU became a tobacco-free campus. Tobacco use is not permitted in any MTSU-owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by MTSU, including off-campus property. The policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as smokeless electronic cigarettes and other similar devices. Tobacco use is allowed in private vehicles on campus and may be allowed for preapproved academic, artistic, educational, or research activities.

The detailed MTSU tobacco policy, including issues of compliance, enforcement, and signage, is contained in the University's policies and procedures manual, Policy No. 1:01:03.

## Transcripts

Transcripts are furnished free of charge by submitting a request, which must have the written signature of the student. A transcript will not be issued, however, until all debts owed to the University, such as parking tickets and library fines, are paid.

To request an official transcript, students must complete and sign a request form available at [www.mtsu.edu/grades-and-transcripts/transcript-request.php](http://www.mtsu.edu/grades-and-transcripts/transcript-request.php). This form may be submitted to MT One Stop or faxed to the Registrar's Office at 898-5538. Unofficial transcripts are available on RaiderNet.

**For more information:** MT One Stop

## Undeclared Advising Center

See University College.

## Undeclared Majors

See University College Advising Center.

## Undergraduate Degrees, General Requirements for

To graduate from MTSU with a bachelor's degree, a student must currently meet the following requirements:

1. Students must complete a minimum of 120 semester hours with a 2.00 grade point average. (Some programs may require more than 120 hours.)

2. A minimum of 25 percent of credits for each degree awarded by MTSU must be earned through offerings by the University. Typically, a minimum of 30 hours earned through MTSU is required; however, in degree programs of more than 120 semester hours, a greater number of hours would be required.
3. At least 42 semester hours of junior and senior (3000–4000 level) courses must be completed with an average grade of C (2.00 GPA) or better. Courses numbered 1000 and 2000 which are substituted for 3000- or 4000-level courses may not be used in the calculation of the 42 upper-division hours. A minimum of 30 semester hours of junior and senior (3000–4000 level) courses must be completed through MTSU.
4. With approval of the dean of the college in which the student is pursuing the major, a candidate may complete six of the last 18 hours at another college or university or by CLEP.
5. No more than 60 semester hours completed by credit-by-examination, credit for service-related experience, and flight training may be counted for credit in a degree.
6. Students must complete at least nine semester hours at the upper-division level through MTSU in each major and at least three semester hours at the upper-division level through MTSU in each minor. Additionally, no course used to satisfy a requirement in a major or minor may be used in another major or minor.
7. The student who seeks a second concentration in a major must complete a minimum of nine (9) hours that do not duplicate hours in the first major/concentration.
8. A minimum of 60 semester hours of senior college credit will be required of all students who transfer from colleges of less than four-year designation.
9. A minimum 2.00 GPA will be required in a major pursued as a graduation requirement, and a minimum 2.00 is required in some minors.
10. All candidates must meet the General Education requirements and satisfy a technology requirement as outlined below.  
*NOTE: Information applicable to transfer students may be found in the undergraduate catalog.*
11. No more than 25 percent of the credits for nonbusiness degrees may be in courses commonly found in a school of business. Additionally, a student can have only one business major and one business minor.
12. **During priority registration when two semesters are remaining for graduation, students must complete Upper-Division and Intent to Graduate forms and file them with their graduation coordinators.** Both forms may be obtained from the office of the head of the department/school in which the student expects to major. A minimum 2.00 GPA in the major field and on all work attempted is required for unconditional admittance to the upper division and to candidacy, unless otherwise stated by a program, for the bachelor's degree. Some programs require formal approval with additional requirements for admission to candidacy.
13. Any or all students may be required to take one or more tests designed to measure general education achievement and/or achievement in selected major areas as a prerequisite to graduation for the purpose of evaluation of academic programs. Unless otherwise provided by an individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required for all students, for students in selected programs, and for students selected on a sample basis. (See Graduation Testing Requirement)

14. In compliance with SACS accreditation standards, all students will have training in and use of technology.
15. In addition to the general requirements above, candidates for various degrees must meet certain other specific requirements.
16. In conjunction with advising, using degree evaluation is a helpful way to track progress through a declared major, or it can be used as a what-if analysis if the student is considering changing majors. It can be accessed by logging into **PipelineMT**, clicking on the **Student** tab, then **Student Records**, then **Degree Evaluation**. Instructions on running a degree evaluation are on each page as you go through the process.

**NOTE:** *In all instances, meeting the requirements for graduation is the responsibility of the student.*

## University Awards

The University recognizes annually four students for exemplary character and achievements in scholarship, leadership, and service. These awards are the President's Award, the Provost's Award, the LaLance Achievement Award, and the Community Service Award. Recipients are honored in the spring. Awards are also offered in student organizations, Student Government Association, and Fraternity and Sorority Life, among others.

**For more information:** Danny Kelley, Assistant Vice President for Student Affairs  
STU 330, 898-5812

## University Center, Keathley

Keathley University Center (KUC) is a student-oriented building housing the Grill, a mini-mart, Post Office, ATM machines, and various administrative offices. Located on the first floor are the Post Office, the Testing Center and offices for Veteran's Affairs, Veteran Success and Disabled Student Services. The Vice President of Student Affairs, Judicial Affairs, and Aramark offices are located on the second floor along with the Grill, Dwight's Mini-Mart and lounge space. The second floor lobby and the green space outside of the KUC (called the Knoll) are sometimes reserved by departments and student groups for information tables. Offices for Housing, TRiO, New Student and Family Programming, Counseling and Career Services, are located on the third floor. The third floor also contains various academic offices.

**For more information:** Anthony Rizo, KUC 201B, 494-7887

## University College

The University College at Middle Tennessee State University manages the distance learning programs for credit and professional development, the summer school program, the evening school program, off-campus programs, and numerous other special programs and initiatives to serve students and the community while meeting the goals of the University's Academic Master Plan. These programs serve diverse populations, enhance the quality of life and economic development, and allow participants to reach their educational objectives and cultural and social goals, helping them compete economically.

In 2007, the University College introduced the **Adult Degree Completion Program**, which was designed to enable working adults to complete their bachelor's degrees while maintaining regular work and family commitments. Some students have earned college credit through an assessment of prior learning, often gained through some work and professional development. This program is the largest in the state of Tennessee and is gaining national recognition for its success.

Academic courses are regularly scheduled at several off-campus locations in middle Tennessee. Online courses and videoconferencing for academic credit are also offered.

MTSU offers a Bachelor of Science completion program for registered nurses online. In addition, through the **Regents Online Degree Program**, MTSU offers a Bachelor of Science in Professional Studies (with concentrations in Organizational Leadership, Information Technology, or International Organizational Leadership) and a Bachelor of Science in Liberal Studies. Several graduate degrees including the Master of Professional Studies in Strategic Leadership, Master of Professional Studies in Training and Development, Master of Professional Studies in Human Resources Leadership, Master of Education, Master of Science in Nursing, Master of Science in Aviation Administration, and the Education Specialist degree are available online. MTSU also offers several hybrid degree programs including a Master of Business Administration, a Master of Business Education, and a Master of Social Work.

The **University Studies** division of the University College is committed to serving first-year and transfer students newly admitted to MTSU. Their objective is to work with students to determine their ideal academic placement; to assist them in their transition to the University; and to provide academic support and instruction where appropriate. The overarching mission of the University Studies division is to provide a firm and stable foundation enabling students to confidently and persistently work toward achieving their goals. The redesigned Bachelor of Science in Integrated Studies is a very popular program at Middle Tennessee State University.

The **Undeclared Advising Center** (UAC) is dedicated helping students develop focus and make logical and thoughtful decisions regarding their academic program and major. Counseling, testing, and intense partnerships between the advisor and student are designed to result in increased satisfaction in choices of majors and careers while saving time and money for the student through judicious academic-schedule planning. The Undeclared Advising Center is dedicated to creating academically engaging communities and fostering a campus-wide commitment to learning. The primary focus of the UAC is to provide academic advising services for MTSU students with undeclared majors. In addition, the UAC coordinates learning communities, the community reading program, and other academic initiatives. The mission of the UAC is to provide effective academic advising to all undeclared students and to foster a campus-wide commitment to learning through initiatives such as living/learning communities and the community reading program.

The MTSU **Professional Development** program (PD) offers continuing education services through a department designed specifically to address the lifelong learning needs of its students. By offering hundreds of online noncredit courses in conjunction with specialized professional development programs, the Professional Development program strives to meet the continuing learning needs of middle Tennessee. The PD program has evolved over time, but its mission

has remained constant—to provide educational opportunities to nontraditional students. For a complete listing of all programs, please visit the college’s website: [www.mtsu.edu/university-college](http://www.mtsu.edu/university-college).

**For more information:** Dean’s Office, 898-2177  
Evening School Office, 898-8391  
Distance Learning Student Services,  
898-5332 or 898-5060  
Distance Learning Testing Center, KOM 126, 898-2743  
Professional Development, 898-5530  
University College Advising Center, 898-2339  
University Studies Program, 898-2568

## University Computer Labs

See Technology Resources on Campus.

## University Honors College

Incoming freshmen with a 3.5 grade point average and a 25 ACT score, and returning students with a 3.25 GPA, may enroll in Honors classes. Honors classes emphasize excellence and enrichment, combining the best features of the small college with the scope and resources of a larger university. The University Honors College offers opportunities for personal growth and promotes excellence among its students and faculty. Benefits include small class size, outstanding faculty selected from the leading scholars in the University, specially designed courses (including general education and departmental classes), unique seminars, fellowship opportunities, and priority registration. Students who complete 31 hours of prescribed Honors coursework, including a thesis, can graduate from the University Honors College.

**For more information:** University Honors College, HONR 205, 898-2152  
See Honors College.

## University Police

MTSU’s University Police Department is recognized by the State of Tennessee as an independent police agency and is empowered to perform all law enforcement duties as authorized by law. The mission of University Police is to provide excellent, professional, law enforcement services to the campus community.

Officers are on duty 24 hours a day, seven days a week, for the safety and benefit of the students, staff, faculty and visitors. In addition, University Police provides and participates in several crime-prevention programs such as Operation ID (engraving of personal property), student patrol escort services, RAD (Rape Aggression Defense System), personal safety classes for women, Crime Stoppers, and Residence Hall Adopt-a-Cop.

You should request assistance from University Police whenever the need arises. The department is located on 1412 East Main Street.

**For more information:** University Police, 898-2424  
[www.police.mtsu.edu](http://www.police.mtsu.edu)

## University Studies

Students younger than 21 years of age with ACT scores lower than 19 in the subject areas of reading or mathematics, or lower than 18 in writing will be placed in prescribed courses. Prescribed courses, while providing elective or general education course credit, also provide additional academic support to maximize chances for timely and successful degree attainment. The University offers the opportunity to challenge this placement through assessment tests made available through the University Studies Department. To assist in an optimal advising experience, students choosing to challenge their placement must exercise this option prior to registering for classes. Students 21 years of age or older may submit valid ACT scores or complete assessment tests in reading, writing, and mathematics.

Class enrollment in prescribed courses is low, giving instructors the opportunity to provide more individual assistance as needed. Tutoring assistance is also available. Students must enroll in indicated prescribed courses during their first semester at MTSU and must continue taking the courses until the entire sequence is completed. Once enrolled, students must remain enrolled unless they receive special permission to drop from the chair of University Studies. Students may consult the Undergraduate Catalog for more information.

**For more information:** Dr. Marva S. Lucas, PH 202, 898-2568  
See also University College.

## Upper-Division Form

The Upper-Division form is a degree plan which outlines all courses required for graduation in a student's major and minor areas of study. This form should be completed in consultation with the student's academic advisor. Upon approval of the advisor, the Upper-Division form should be submitted to the graduation coordinator for the college of the major during priority registration when two semesters are remaining for graduation.

**Intent to Graduate form:** The Intent-to-Graduate form reports the semester the student wishes to complete his/her degree and the information needed to prepare his/her diploma. This form should be submitted simultaneously with the Upper-Division form during priority registration when two semesters are remaining for graduation.

**For more information:** Advisor or Graduate Coordinator in the appropriate college  
Basic and Applied Sciences, KUC 322  
Behavioral and Health Sciences, CKNB 239  
Business, Business and Aerospace Building, Room N233  
Education, CKNB 239  
Liberal Arts, Todd Hall, Room 231  
Mass Communication, Ezell Hall, Room 113A  
University College (RODP), 855 W. College St., Suite K

# Veterans

## Certification of Benefits

For returning veterans, the G.I. Bill certification process at MTSU is online. Go online to MTSU's **PipelineMT** and click on **RaiderNet**, then look for the **Veteran** tab. Complete the Statement of Understanding, Veterans Enrollment Certification, Benefits Deferment Form (if applicable), and confirm your enrollment for the upcoming term on the Veteran tab after registering for courses.

First time G.I. Bill recipients and new transfer veterans should contact the Veteran Affairs Office in Keathley University Center (KUC), room 128, to start the process for G.I. Bill benefits.

If you have any questions concerning this process, please contact the Veteran Affairs Office at 898-2601 or 898-5040.

## Class Attendance and Enrollment Status

Veterans' benefits are based on the number of enrolled credit hours and attendance of enrolled courses. You must notify the MTSU Veterans Affairs Office, KUC 128 or phone 898-2601 immediately of any changes in registration or class attendance which may affect your status as a full- or part time student. If you have questions regarding excused absences for military service, contact the Veterans Affairs office.

When the Middle Tennessee State University Veterans Affairs Office is informed of a change in enrollment status, the change will be forwarded to the Department of Veterans Affairs (VA), and may result in reduced or terminated benefits as well as receipt of an overpayment notice. Dropping or not attending classes could result in overpayment.

## Deferments

Service members, veterans, and dependents of veterans who are beneficiaries of the U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested.

Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, acts of 2003, effective July 1, 2003.

Deferments are not automatic; you must apply for a deferment each term that you will be receiving G.I. Bill benefits. To apply, log into **PipelineMT**, select **RaiderNet** tab, select **Veteran** tab, click on **Benefits Deferment** link and complete the online form after registering for all courses (**you must submit your Statement of Understanding and Enrollment Certification before submitting your Benefits Deferment**).

If you utilize the deferment plan, a hold will be placed against your account which will prevent adding/dropping courses until your account is paid in full. As

long as you are making timely payments on your account, then you can contact the Business Office for a temporary release of your hold. You might need to utilize this option during priority registration for the next term if your account isn't fully paid by that time.

## Withdrawal Procedure

Ceasing to attend classes without withdrawing will result in a grade of F; therefore, ***it is imperative*** that you speak with your professor(s) immediately if you encounter personal or academic difficulties which disrupt class attendance. You should also consult with an Enrollment Counselor in the MT One Stop for guidance as early as possible to determine if withdrawing is in your best interest. Grades, financial aid, and housing can potentially be affected by simply dropping out without officially withdrawing. Early intervention and action reduces complications for all concerned.

**Total withdrawal from the University means dropping all courses for that semester.** Please refer to the registration guide for all deadlines associated with withdrawing. A student who preregisters for classes and decides not to attend MTSU for the term should access PipelineMT/RaiderNet to withdraw from the classes selected during preregistration. Withdrawals should be processed **before the first day of class** to receive a 100% fee adjustment. Once classes begin, course withdrawals may be processed on PipelineMT/RaiderNet and are subject to the refund deadlines listed in the registration guide.

**For more information:** MT One Stop,  
Student Services and Admissions Center, 898-2339  
[www.mtsu.edu/withdraw/](http://www.mtsu.edu/withdraw/)

## Women's Center, June Anderson

See June Anderson Center for Women and Nontraditional Students.



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