Priority Registration for Summer/Fall 2018 is April 2–13, 2018
Did you know your Financial Aid may be adjusted or canceled if you don’t attend class?
Financial aid is initially based on your enrollment status. Once the semester begins, faculty report students who never attended or who stopped attending by the census date. At that point, your financial aid may be adjusted/canceled, and you may be required to repay financial aid (including loans) to MTSU. If this occurs, you will be unable to view your grades, register for a future semester, or obtain an academic transcript until the balance owed is paid in full.

To ensure progression toward your degree and maintain eligibility for financial aid, you should attend all of your classes and make every effort to be academically successful.

Lack of attendance can cause you to owe back financial aid!
Did you know there is a difference between receiving a grade of F for failing a class versus receiving a grade of FA for failing a class with an attendance issue? To be in compliance with federal regulations, MTSU uses a failing grade of FA to identify students who failed a class and also stopped attending the class. If you fail class(es) and also stop attending class(es), you may be required to pay back financial aid and/or lose future eligibility for financial aid (including Lottery Scholarships and federal student loans).

2018–2019 FAFSA available since October 1, 2017
You can now complete the Free Application for Federal Student Aid (FAFSA) earlier than in past years. The 2018–19 FAFSA can be completed online at fafsa.gov. It will be used to determine financial aid eligibility for Fall 2018 through Summer 2019 for various federal, state, and institutional programs. The 2018–19 FAFSA income information is based on prior-prior year (2016) rather than prior year (2017), which eliminates the need to estimate tax information. The 2018–19 MTSU FAFSA filing priority date is Jan. 16, 2018, to be considered for maximum financial aid assistance.

What is Course Program of Study (CPOS) and Why Is It Important?
Initial federal financial aid awards for undergraduate students are based on the assumption that students will enroll full-time in the fall and spring semesters and are then adjusted based on registration in program applicable courses. Students may only receive federal financial aid for coursework that counts towards unmet requirements in their officially declared program of study. Dropping or not attending can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at mtsu.edu/cpos.

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

Academic Appeals
Undergraduate students on academic suspension who wish to return to MTSU in Summer 2018 must complete the Academic Appeal form and return it to the MT One Stop no later than 4:00 p.m. on Monday, May 14, 2018. The Academic Appeal committee meets on Wednesday, May 16, 2018. At the May 2018 Academic Appeals committee meeting, students may appeal to return for the Summer or Fall 2018 term. Students waiting to appeal in August 2018 to return in Fall 2018 must submit the documentation by 4:00 p.m. on Monday, August 20, 2018. The Academic Appeal committee will meet on Wednesday, August 22, 2018. For additional information, including the Academic Appeal form, visit mtsu.edu/academicstanding. Graduate students on academic suspension will be sent an email from the College of Graduate Studies via their MTMail account with instructions on how to appeal their suspensions.
**SUMMER 2018 DATES AT A GLANCE**

**Fee-Related Deadlines**

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

<table>
<thead>
<tr>
<th>Course Selection</th>
<th>Pay Fees/Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2 – May 9*</td>
<td>May 2, by mail</td>
</tr>
<tr>
<td></td>
<td>May 9, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
<tr>
<td>May 10 – 18*</td>
<td>May 18, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
<tr>
<td>May 19 – June 8*</td>
<td>June 8, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
<tr>
<td>June 9 – July 12*</td>
<td>July 12, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
</tbody>
</table>

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

Courses added after students have made a payment or confirmed for any part of the summer term will not be dropped from the schedule for nonpayment. Students not planning to attend the added course must drop the course from their schedules by the 100% deadline, or they will be charged/graded for the course.

A $100 late fee will be charged to anyone who registers or reregisters on or after the first day of the summer part of term and no other registration for a summer part of term exists.

**April 1–15** Teacher, TBR/LGI (TN Locally Governed Institutions), state, UT, and MTSU employee dependent discount forms must be turned in at the MT One Stop (SSAC), by April 15 for discounts to be included on the bill. Otherwise, forms MUST be received by the first day of class. Signatures should not be obtained before April 1, 2018.

**April 16** TBR/LGI, UT, and state employee fee waiver participants register. Turn in form at the MT One Stop (SSAC), by 4:30 p.m. on May 9.

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

**May 7** Deadline to sign up for direct deposit for refunds to be available May 14. Accounts set up after this date will receive refunds after the first week of class.

**May 10** Midnight: PipelineMT available for Drop/Add after purge.

**Fee Payment and Confirmation of Attendance**

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

**Confirmation of Attendance for Summer 2018**

Based on the timing of grade calculations for Spring 2018, students may not be able to confirm attendance on May 9, if either of the following applies:

- You are enrolled for Spring 2018 and have a financial aid academic progress status of warning or probation during Spring 2018.
- You are enrolled for Spring 2018 and you have been awarded the lottery scholarship for Spring 2018.
### Summer 2018 Adding, Dropping, Withdrawing, Fee Adjustment Dates

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Last Day to Add or Register Late on PipelineMT</th>
<th>Last Day to Drop Without Grade</th>
<th>Last Day to Drop with W Grade*</th>
<th>Last Day for Fee Adj. 100%</th>
<th>Last Day for Fee Adj. 75%</th>
<th>Last Day for Fee Adj. 25%</th>
<th>Max. Cr. Hr. Load for Part of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1— Full Term</td>
<td>May 14 – Aug. 10</td>
<td>May 17</td>
<td>May 24</td>
<td>Jul. 6</td>
<td>May 13</td>
<td>May 24</td>
<td>Jun. 4</td>
</tr>
<tr>
<td>S1— May Term</td>
<td>May 14 – Jun. 1</td>
<td>May 14</td>
<td>May 15</td>
<td>May 25</td>
<td>May 13</td>
<td>May 15</td>
<td>May 18</td>
</tr>
<tr>
<td>S3 – Jul. Term</td>
<td>May 9 – Aug. 10</td>
<td>Jul. 10</td>
<td>Jul. 12</td>
<td>Jul. 28</td>
<td>Jul. 8</td>
<td>Jul. 12</td>
<td>Jul. 16</td>
</tr>
<tr>
<td>R— TN eCampus Term</td>
<td>May 29– Aug. 3</td>
<td>Jun. 1</td>
<td>Jun. 11</td>
<td>Jul. 8</td>
<td>May 28</td>
<td>Jun. 6</td>
<td>Jun. 14</td>
</tr>
</tbody>
</table>

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

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

Depending on aid received, a withdrawal at any point in the semester could mean a balance will be owed. Receiving a “fee adjustment” does not necessarily mean you will receive a refund.

TN eCampus courses are charged at a different per-hour rate and are charged separately from MTSU courses. TN eCampus courses will not be evenly exchanged with MTSU courses when dropping and adding on the same day.

Short courses are courses not meeting for the entire part-of-term and have prorated deadline dates. Students must check in PipelineMT for the memo note regarding prorated drop dates for all short courses. PipelineMT controls drops/fee adjustments based on the dates of the parts of term only.

Once the semester begins, tuition exchanges are only allowed for courses dropped and added within the same part of term and with equal credit hours dropped and added on the same day. Courses do not evenly exchange across parts of terms (i.e., 1, R, S1, S2, S3, S4, S5) once the semester begins.
Financial Aid

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

Academic/Other Scholarships. Scholarship criteria for incoming freshmen, currently enrolled students, transfer students, etc., may be obtained online at mtsu.edu/scholarships.

Tennessee Education Lottery Scholarships (TELS). The Tennessee Student Assistance Corporation (TSAC) awards TELS. TSAC reserves the right to modify rules and regulations without prior notification. For information about initial and continuing eligibility requirements, visit the MTSU website at mtsu.edu/financial-aid/scholarships/tels.php. For additional information, visit the TSAC website at tn.gov/collegepays.

Financial Aid Adjustment Deadlines

July 12  Financial aid may be adjusted due to adding or dropping classes as of July 12, 2018 (includes all parts of term for the summer: 1-Full Term, S1-May Term, S2-June Term, S3-July Term, S4-June/July Term, S5-May/June Term, and R-TN eCampus Term.)

- If you drop a class before or on July 12, you may owe a balance to MTSU.
- Adding summer courses after July 12 WILL NOT increase financial aid eligibility.

Financial Aid will be adjusted based on attendance as reported by the instructor. Official last date of attendance (for students who have not officially withdrawn) will be determined by the instructor based on an academically related activity or the midpoint of the term if unknown.

Note: If you drop a class before the Part of Term start date and/or your instructor reports that you never attended or stopped attending your class(es), your financial aid may be reduced or canceled. This may result in you owing a balance to MTSU for Summer 2018. If aid is canceled or reduced, Fall 2018 aid may be used to repay up to $200 of this amount.

Important Financial Aid Deadline Dates for Summer 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td>Deadline to complete 2017–2018 Free Application for Federal Student Aid (FAFSA) to apply for 2018 summer aid. (The federal processor must have received your application by this date.)</td>
</tr>
<tr>
<td>August 3</td>
<td>Deadline to apply for federal student Stafford or Parent PLUS Loans for 2018 summer term.</td>
</tr>
</tbody>
</table>
**Summer 2018 Calendar**

**Full Term** (Part of Term 1) 13 weeks

**May 14–August 10**

May 28
Memorial Day, University Closed

July 4
Independence Day, University Closed

August 9
Final Exams for classes meeting M–R

August 10
Final Exams for classes meeting M–F

August 13
Submission of grades deadline, 9:00 a.m.

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

**June 4–August 10**

July 4
Independence Day, University Closed

August 9
Final Exams for classes meeting M–R

August 10
Final Exams for classes meeting M–F

August 13
Submission of grades deadline, 9:00 a.m.

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

**May 14–July 6**

May 28
Memorial Day, University Closed

July 4
Independence Day, University Closed

July 5
Final Exams for classes meeting M–R

July 6
Final Exams for class meeting M–F

July 12
Submission of grades deadline, 9:00 a.m.

**June Term** (Part of Term S2) 5 weeks

**June 4–July 6**

July 4
Independence Day, University Closed

July 5
Final Exams for classes meeting M–R

July 6
Final Exams for class meeting M–F

July 12
Submission of grades deadline, 9:00 a.m.

**TN eCampus Term** (Part of Term R) 10 weeks

**May 29 - August 3**

July 4
Independence Day, University Closed

July 30–August 3
Final Exams

August 6
Submission of grades deadline, at TN eCampus, 8:00 a.m.

**July Term** (Part of Term S3) 5 weeks

**July 9–August 10**

August 9
Final Exams for classes meeting M–R

August 10
Final Exams for classes meeting M–F

August 13
Submission of grades deadline, 9:00 a.m.
**SUMMER 2018 IMPORTANT DATES**

**April 2–13**
Summer 2018 Priority Registration

**April 13**
Last day for undergraduate students to file intent to graduate and upper-division forms for Fall 2018 graduation

**April 14**
Completed packets for Summer 2018 and continuing Fall 2018 graduate assistantships due in College of Graduate Studies

**April 16**
New Summer freshman (after advising), new Summer transfer (after advising), transient, and undergraduate special students eligible to register; Professional Studies/Liberal Studies majors eligible to register after completing online orientation.

**April 24**
Parking permits begin being issued at the Parking and Transportation Services Office, 1403 E. Main. Any person not currently holding a valid permit may register a vehicle after fees are paid.

**May 14**
Undergraduate academic appeal for Summer or Fall 2018 due by 4:00 p.m. in MT One Stop (SSAC)

**May 16**
Undergraduate Academic Appeal Committee meets at 9:00 a.m.

**May 17**
Undergraduate academic appeal decisions available on PipelineMT by 9:00 a.m.

**May 28**
Memorial Day, University Closed

**June 1**
Last day for undergraduate students to file intent-to-graduate and upper-division forms for Spring 2019 graduation

Last day for graduate students to file intent-to-graduate forms for Summer 2018 graduation

**June 16**
Written doctoral qualifying exams begin

**June 22**
Last day for filing theses and dissertations for summer 2018 graduation. Those submitted after this date will not be eligible for Summer 2018 graduation without an extension that must be requested.

**June 23**
Written master’s and specialist’s comprehensive exams begin

**July 4**
Independence Day, University Closed

**July 16**
Last day to submit late summer theses/dissertations for Summer 2018 graduation with approved extension. Students submitting after this date must continue to register until completion.

**August 6**
Comprehensive examination results due in College of Graduate Studies

**August 9**
Last day to withdraw from the University (all classes) and receive a “W” or “F” as determined by the instructor

Last day to remove “I” grades for graduate students graduating in Summer 2018

**August 11**
Summer 2018 Commencement for all graduate and undergraduate students. Ceremony will be at 10:00 a.m., Murphy Center.

**August 13**
Deadline for final grades by 9:00 a.m.
**Fall 2018 Dates at a Glance**

**Fee-Related Deadlines**

<table>
<thead>
<tr>
<th>Course Selection</th>
<th>Pay Fees/Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2–Aug. 13*</td>
<td>Aug. 6, by mail</td>
</tr>
<tr>
<td></td>
<td>Aug. 13, 4:30 p.m., Business Office</td>
</tr>
<tr>
<td></td>
<td>Aug. 13, 6:00 p.m., PipelineMT</td>
</tr>
<tr>
<td>Aug. 14–Aug. 20**</td>
<td>Aug. 20, 4:30 p.m., Business Office</td>
</tr>
<tr>
<td></td>
<td>Aug. 20, 6:00 p.m., PipelineMT</td>
</tr>
<tr>
<td></td>
<td>Do not mail payment!</td>
</tr>
<tr>
<td>Aug. 21–Sep. 2**</td>
<td>Sep. 4, 4:30 p.m., Business Office</td>
</tr>
<tr>
<td></td>
<td>Sep. 4, 6:00 p.m., PipelineMT</td>
</tr>
<tr>
<td></td>
<td>Do not mail payment!</td>
</tr>
<tr>
<td>Sep. 4**</td>
<td>Students must prepay in Business Office before being allowed to register late beginning this date.</td>
</tr>
<tr>
<td>Sep. 3–Oct. 18**</td>
<td>Students registering for only Accelerated 2 courses or TN eCampus Accelerated 2 courses must pay by Oct. 19, 4:30 p.m.</td>
</tr>
<tr>
<td>A2 and RA2 terms only</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**A $100 late fee will be charged to anyone who registers or reregister on or after August 27.**

July 1–Aug 27    Teacher, TBR/LGI (TN Locally Governed Institutions), state, UT, and MTSU employee dependent discount forms must be turned in at the MT One Stop (SSAC), by the first day of class. Signatures should not be obtained before July 1, 2018.

July 30        TBR/LGI, UT, and state employee fee waiver participants register. Turn in form at MT One Stop (SSAC) by 4:30 p.m. on August 20.

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

Aug. 17    Deadline to sign up for direct deposit for refunds to be available August 27–30.

Accounts set up after this date will receive refunds after the first week of class.

Aug. 21    Midnight: PipelineMT available for Drop/Add after purge.

Sep. 30    Second installment payment due.

Oct. 31    Third installment payment due.

Nov. 30    Fourth installment payment due.

**Fee Payment and Confirmation of Attendance**

For information regarding tuition and fee payment, installment payment plans, RAIDER FUND$, direct deposit, fee waivers and discounts, parent and guest payment, and Perkins and Institutional loan payments, visit the MT One Stop’s website: mtsu.edu/tuition/.
## Fall 2018 Adding, Dropping, Withdrawing, Fee Adjustment Dates

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Last Day to Add or Register Late on PipelineMT</th>
<th>Last Day to Drop Without Grade</th>
<th>Last Day to Drop with W Grade*</th>
<th>Last Day for Fee Adj. 100%</th>
<th>Last Day for Fee Adj. 75%</th>
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<th>Max. Cr. Hr. Load for Part of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–Full Term</td>
<td>Sep. 2</td>
<td>Sep. 9</td>
<td>Oct. 31</td>
<td>Aug. 26</td>
<td>Sep. 9</td>
<td>Sep. 22</td>
<td>18**</td>
</tr>
<tr>
<td>Aug. 27–Dec. 13</td>
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</tr>
<tr>
<td>A1–Accelerated 1</td>
<td>Aug. 28</td>
<td>Sep. 2</td>
<td>Sep. 24</td>
<td>Aug. 26</td>
<td>Sep. 1</td>
<td>Sep. 7</td>
<td>9**</td>
</tr>
<tr>
<td>Aug. 27–Oct. 12</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>R–TN eCampus Full Term</td>
<td>Sep. 2</td>
<td>Sep. 9</td>
<td>Oct. 31</td>
<td>Aug. 26</td>
<td>Sep. 9</td>
<td>Sep. 22</td>
<td>18**</td>
</tr>
<tr>
<td>Aug. 27–Dec. 13</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RA1–TN eCampus Accelerated 1</td>
<td>Aug. 28</td>
<td>Sep. 9</td>
<td>Sep. 24</td>
<td>Aug. 26</td>
<td>Aug. 31</td>
<td>Sep. 7</td>
<td>9**</td>
</tr>
<tr>
<td>Aug. 27–Oct. 12</td>
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<td></td>
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</tr>
</tbody>
</table>

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

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

Depending on aid received, a withdrawal at any point in the semester could mean a balance will be owed. Receiving a “fee adjustment” does not necessarily mean you will receive a refund. TN eCampus courses are charged at a different per-hour rate and are charged separately from MTSU courses. TN eCampus courses will not be evenly exchanged with MTSU courses when dropping and adding on the same day.

Short courses are courses not meeting for the entire part-of-term and have prorated deadline dates. Students must check in PipelineMT for the memo note regarding prorated drop dates for all short courses. PipelineMT controls drops/fee adjustments based on the dates of the parts of term only.

**Once the semester begins, tuition exchanges are only allowed for courses dropped and added within the same part of term and with equal credit hours dropped and added on the same day. Courses do not evenly exchange across parts of terms (i.e., 1, A1, A2, R, RA1, RA2) once the semester begins.**
**Financial Aid**

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

**Academic/Other Scholarships.** Scholarship criteria for incoming freshmen, currently enrolled students, transfer students, etc., may be obtained online at mtsu.edu/scholarships.

**Tennessee Education Lottery Scholarships (TELS).** The Tennessee Student Assistance Corporation (TSAC) awards TELS. TSAC reserves the right to modify rules and regulations without prior notification. For information about initial and continuing eligibility requirements, visit the MTSU website at mtsu.edu/financial-aid/scholarships/tels.php. For additional information, visit the TSAC website at tn.gov/collegepays.

**The Cost of Attendance** used for the awarding of financial aid and the disbursement of federal aid is based upon your enrollment in courses applying towards your program of study (CPoS).

### Financial Aid Adjustment Deadlines

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>*Financial aid may be adjusted due to adding, dropping, or withdrawing from all classes as of the <strong>census date</strong> (May owe a balance to MTSU)</th>
<th>*Financial aid may be prorated due to dropping classes or withdrawing from all classes (May owe a balance to MTSU)</th>
<th>*Earn 100% of financial aid even if classes are dropped or you withdraw from all classes (May be affected by attendance reporting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–Full Term</td>
<td>Sept. 9**</td>
<td>Aug. 27–Oct. 28 (Enrolled in full term OR full term and TN eCampus full term classes only)</td>
<td>Oct. 29–Dec. 13 (Enrolled in full term OR full term and TN eCampus full term classes only)</td>
</tr>
<tr>
<td>Aug. 27–Dec. 13</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>R-TN eCampus Full Term</td>
<td>Sept. 9**</td>
<td>Aug. 27–Oct. 27 (Enrolled in TN eCampus full term classes only)</td>
<td>Oct. 28–Dec. 12 (Enrolled in TN eCampus full term classes only)</td>
</tr>
<tr>
<td>Aug. 27–Dec. 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1–Accelerated 1 Term</td>
<td>Sept. 9**</td>
<td>Depends on enrollment. Contact MT One Stop (SSAC).</td>
<td>Depends on enrollment. Contact MT One Stop (SSAC).</td>
</tr>
<tr>
<td>Aug. 27–Oct. 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RA1–TN eCampus Accelerated 1 Term</td>
<td>Sept. 9**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug. 27–Oct. 12</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>A2–Accelerated 2 Term</td>
<td>Sept. 9**</td>
<td>Depends on enrollment. Contact MT One Stop (SSAC).</td>
<td>Depends on enrollment. Contact MT One Stop (SSAC).</td>
</tr>
<tr>
<td>RA2–TN eCampus Accelerated 2 Term</td>
<td>Sept. 9**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Financial aid will be adjusted based on attendance as reported by the faculty. Official last date of attendance (for students who have not officially withdrawn) will be determined by the instructor based on an academically-related activity or the midpoint of the semester if unknown.

**NOTE:** Lottery Scholarship recipients cannot change enrollment status after this date and retain the scholarship. Federal financial aid may be adjusted for the Fall semester based on the number of hours enrolled as of Sep. 9. This includes all parts of the term, i.e., 1–Full Term, A1–Accelerated 1 part of term, A2–Accelerated 2 part of term, R–TN eCampus Full Term, RA1–TN eCampus Accelerated 1 part of term, and RA2–TN eCampus Accelerated 2 part of term. Adding courses after Sep. 9 WILL NOT increase financial aid eligibility. However, if you drop a class before the start date and/or your instructor reports that you never attended or stopped attending your class(es), your financial aid may be reduced or canceled. This may result in you owing a balance to MTSU.

**Deadline to Apply for Loans for Fall 2018**

| Dec. 6, 2018 | Deadline to apply for federal student Stafford and Parent PLUS Loans |
Fall 2018 Calendar

April 2018
April 2–13
Fall 2018 Priority Registration

April 13
Last day for undergraduate students to file intent-to-graduate and upper-division forms for Fall 2018 graduation

April 14
Completed packets for continuing Fall 2018 graduate assistants due in Graduate Studies

April 16
New Professional Studies/Liberal Studies majors (after completing online orientation) may register.
Transient and undergraduate special students eligible to register

April 21
New transfer orientation (CUSTOMS)

May 2018
May 11
New transfer orientation (CUSTOMS)

May 17–18
New freshmen orientation (CUSTOMS)

May 22–23
New freshmen orientation (CUSTOMS)

May 25
New transfer orientation (CUSTOMS)

May 28
Memorial Day Holiday, University Closed

May 30–31
New freshmen orientation (CUSTOMS)

June 2018
June 1
Last day for undergraduate students to file intent-to-graduate and upper-division forms for Spring 2019 graduation

June 5–6
New freshmen orientation (CUSTOMS)

June 8
New transfer orientation (CUSTOMS)

June 13–14
New freshmen orientation (CUSTOMS)

June 19
New transfer orientation (CUSTOMS)

June 22–23
New freshmen orientation (CUSTOMS)

June 27–28
New freshmen orientation (CUSTOMS)

July 2018
July 1
Completed packets for new Fall 2018 graduate assistants due in Graduate Studies

July 4
Independence Day, University Closed

July 10–11
New freshmen orientation (CUSTOMS)

July 13
New transfer orientation (CUSTOMS)

July 18–19
New freshmen orientation (CUSTOMS)

July 19
Parking permits may be obtained after fees paid

July 26–27
New freshmen orientation (CUSTOMS)

July 30
New freshmen who did not attend CUSTOMS eligible to register (after advising)

July 31
New transfer orientation (CUSTOMS)

August 2018
August 7
New transfer orientation (CUSTOMS)

August 8
New transfer students who did not attend CUSTOMS eligible to register (after advising)

August 20
Undergraduate academic appeal for Fall 2018 due by 4:00 p.m. in MT One Stop (SSAC)

August 21
Undergraduate International Student Orientation

August 22
Undergraduate Academic Appeal Committee meets at 9:00 a.m.

August 23
Undergraduate academic appeal decisions available on PipelineMT by 9:00 a.m.
Last day of placement testing

August 27
Classes begin
**Fall 2018 Calendar**  Continued

**September 2018**

**September 3**
Labor Day Holiday, University Closed

**September 10**
Last day for graduate students to file intent-to-graduate forms for Fall 2018 graduation

**October 2018**

**October 1–12**
Midterm exams should be scheduled before students leave for break

**October 6**
Written doctoral qualifying exams begin

**October 13–16**
Fall Break, No Classes

**October 20**
Written master’s and specialist’s comprehensive exams begin

**October 30**
Last day for filing theses and dissertations for Fall 2018 graduation. Those submitted after this date will not be eligible for Fall 2018 graduation without an extension that must be requested.

**November 2018**

**November 5–16**
Spring 2019 Priority Registration

**November 12**
Last date to submit late fall theses/dissertations for Fall 2018 graduation with approved extension. Students submitting after this date or without an extension must continue to register until completion.

**November 14**
Completed packets for Spring 2019 graduate assistantship due in College of Graduate Studies

**November 16**
Deadline for undergraduate students to file intent-to-graduate forms for Summer 2019 graduation

Comprehensive exam results due back to College of Graduate Studies

**November 21–24**
Thanksgiving Holiday (University closed Nov. 22–24)

**December 2018**

**December 5**
Last day to withdraw from the University (all classes) and receive a “W” or “F” as determined by the instructor

**Last Day of Classes**

**December 6**
Study Day, No Classes

**December 7–13**
Final Examinations

**December 15**
Fall 2018 Commencement for all graduate and undergraduate students. Ceremonies will be at 9:00 a.m. and 1:30 p.m. See mtsu.edu/graduation for details.

**December 17**
Deadline for final grades, 9:00 a.m.

**January 2019**

**January 7**
Undergraduate academic appeal forms due by 4:00 p.m. in the MT One Stop (SSAC) for Spring 2019

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

**January 10**
Undergraduate academic appeal decisions available on PipelineMT by 9:00 a.m.
Advising at MTSU

Academic advising is recommended each semester to ensure that you stay on track for graduation and you are registering for courses that apply to your program of study (CPoS). Please contact your academic advisor to review your progress, work out a schedule of classes, obtain program updates/changes, and seek help in making academic decisions. Getting advised early will allow you to register on time for Summer and Fall 2018 classes.

Required Advising for Undergraduate Students

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

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

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

PipelineMT Instructions

How to Find Your Advisor

1. Log in to PipelineMT, click on Registration & Student Records in the left menu.
2. Click on Assigned Advisor(s).
3. Select a term and Submit. (Make sure you select the correct term.)
4. See all assigned advisor(s), including office locations, emails, and phone numbers.
5. If no assigned advisor, contact department of your major.

How to View Holds

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

How to Find Your Assigned Registration Time

1. Log in to PipelineMT, click on Registration & Student Records in the left menu.
2. Select Assigned Registration Time.
3. Select a term and Submit to view the day and time you can start to register for the next term.

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

How to View Financial Aid Missing Documentation

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

How to View/Accept/Decline Financial Aid Awards

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

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

How to Confirm Tuition/Fees or Pay

(Confirm/Pay should not be confused with confirming/accepting financial aid.)

NOTE: Class schedules will be deleted unless fees are paid or registration confirmed by the fee payment deadlines. You can also confirm on the MTSU Mobile app if you do not owe a balance.

Beginning April 16 for Summer and July 17 for Fall, you may confirm you will attend MTSU and validate your registration if you have a zero or negative (-$) balance.

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

6. **To pay,** select the Pay Registration, Balance, or Installment icon to the right. You will be directed to a secure website outside of PipelineMT.

7. Follow payment directions for either the full balance or the first installment.

**How to Search for Classes**

1. Log in to PipelineMT, click on Registration & Student Records in the left menu.
2. Click on Look Up Classes and select desired term.
3. **Course Search:** If you know the course number, choose a subject in the “Subject” field (e.g., ENGL for English) and select Course Search, then select View Sections.
   
   **Advanced Search:** To select all subjects, select the first subject, hold down the shift key, and select the last subject. All subjects will be selected. You could then select an attribute to search for a specific area such as General Education across all subject areas.

4. For best results using the Advanced Search option, leave remaining fields at their default settings and click Section Search.

5. If the class requires a corequisite, click on the Display Corequisites link at the bottom of the page. Once selected, search options are available to narrow results, if desired. The courses are listed in alphabetical order by subject, and labs or other corequisites are listed below the lecture/class to which they correspond.

**How to Register**

(Add or Drop Classes)

1. Log in to PipelineMT, click on Registration & Student Records in the left menu.
2. Click on Add or Drop Classes and select desired term.
3. If it is not your assigned registration time or you have a hold, you will not be able to access this screen.

4. On the Add or Drop Classes page, scroll down and enter your course reference numbers (CRNs) in the boxes, starting from the left. You can enter one CRN at a time or multiple. If a course requires a corequisite, both CRNs must be entered before clicking Submit Changes.

5. Errors in your schedule will appear immediately. If needed, find an alternate section of a class to take and enter that CRN instead. Contact your advisor if you’re having trouble getting into a class you discussed taking for that semester.

6. Read how to resolve specific registration error messages by clicking on Registration Errors—Click here for assistance. Contact the department offering the course for any needed overrides.

7. To drop a course, scroll down to current schedule and click on drop-down arrow and choose the available Drop option. Then click on Submit Changes.

**Course Prerequisites, Restrictions, and Corequisites**

Some course sections require prerequisites or departmental permission before registration. If prerequisite exception is being requested or departmental permission is needed, contact the academic department for permission/permit; if a permit is issued by the department then the student must access PipelineMT to register.

If a class requires a corequisite (e.g., BIOL 1030 and 1031), click on the Display Corequisites link at the bottom of the Look Up Classes or Add or Drop page. You may also access Display Corequisites from the Registration box.

**To View Your Schedule**

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

**NOTE:** You can also view the Schedule (Detailed, Including Waitlists and Drops) for more information about your classes and to find your spot on the waitlist. View the Schedule (Week at a Glance) to view how your weekly classes look in a calendar format.
Academic Appeals
Undergraduate students on academic suspension who wish to return to MTSU in Summer 2018 must complete the Academic Appeal form and return it to the MT One Stop no later than 4:00 p.m. on Monday, May 14, 2018. The Academic Appeal committee meets on Wednesday, May 16, 2018. At the May 2018 Academic Appeals committee meeting, students may appeal for the Summer or Fall 2018 term. Students waiting to appeal in August 2018 to return in Fall 2018 must submit the documentation by 4:00 p.m. on Monday, August 20, 2018. The Academic Appeal committee will meet on Wednesday, August 22, 2018. For additional information, including the Academic Appeal form, visit mtsu.edu/academicstanding. Graduate students on academic suspension will be sent an email from the College of Graduate Studies via their MTMail account with instructions on how to appeal their suspensions.

Academic Progress Report
Academic Progress Report is a system used by faculty to report academic progress and midterm grades. The Academic Progress Report will reflect feedback from your professor that could include an in-progress grade at the time of the report or other comments. An email notification is sent to the student when an Academic Progress Report is posted. Details related to the report can be accessed in PipelineMT by selecting the Registration & Student Records link in the left menu, then the Academic Progress Report link or by using the MTSU Mobile app. Please note that reports may contain concerns or simply a summary of progress to date, which could be satisfactory or unsatisfactory.

Academic Standing and Grades
It is the student’s responsibility to be aware of grades and academic standing. For details, see catalog.mtsu.edu, Academic Policies and Procedures, Academic Standing (Retention Standards and Grades).

Undergraduate Students. If a student is placed on probation, the student must attain a 2.00 GPA in the next term enrolled (Fall, Spring, or Summer) or increase the overall combined GPA to one of the following retention standards:
- 00–29.99 GPA hours
- 30–49.99 GPA hours
- 50 or more GPA hours

A student on academic probation who does not meet either the current term GPA or overall combined GPA during the next term enrolled will be suspended. Students previously suspended are not eligible for probationary status.

If a transfer or reenrolling student is admitted on probation or has been previously suspended from any school, the retention standards must be met each semester or suspension will occur. Be aware that new transfer credit posted summer 2015 or after will no longer be calculated in the overall combined GPA or GPA hours.

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

Auditing
Any request to change from credit to audit or from audit to credit must be processed by the last day to add a class; after that time, instructor and chair permission is required. Graduate students who request to change after the deadline must receive approval from the department chair and the dean of the College of Graduate Studies. Students who wish to audit a course must visit MT One Stop (SSAC) or contact them at MTOneStop@mtsu.edu.

Catalogs (Online)
MTSU’s undergraduate and graduate catalogs are online and searchable at catalog.mtsu.edu. Prospective or currently enrolled students can view offerings by using the search-by-keyword feature at the top left of the screen or by clicking on links on the left side of the screen. The Majors A–Z and Minors and Certificate A–Z links provide complete major and minor listings, and academic maps (four-year plans of study) are available at the Academic Maps link. Information about general education, admissions, expenses/tuition and financial aid, degree requirements, policies and procedures, and graduation can be easily located.

Students can save their own catalogs under My Portfolio by creating a login and saving any section of the catalog such as courses, program information, or policies and procedures. Courses and programs can be added or deleted then saved for easy access.

Change of Address or Name
Students should immediately update addresses, names, or other information that has changed. Access the PipelineMT and click the appropriate links under the Personal Information box to review and correct addresses, phone numbers, email addresses, and emergency contacts. A forwarding address should be left with the U.S. Post Office in addition to a change of address with the University.

Students cannot update names on PipelineMT because documentation will be needed. It is the student’s responsibility to inform instructors of name changes that occur during the semester. Visit the Records Office in SSAC 150 to submit documentation for name changes.

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

For additional information: mtsu.edu/mtosforms
NOTE: Students receiving financial aid or veterans benefits are encouraged to contact the appropriate office to determine if their aid will be affected.

Class Cancellations Due to Weather
Check the University home page at mtsu.edu, call the news line at (615) 904-8215, or check your campus email. The MTSU Critical Notification System sends emails and can also deliver text messages about weather closures. To add a mobile number or manage your account, go to mtsu.edu/alert4u, and click on Manage MTSU Critical Notification System (RaveAlert) Account (getrave.com/login/mtsu). If MTSU classes are canceled, 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.

Confidentiality of Student Records
MTSU regards a student’s academic record as confidential. The release of information contained in the record is governed by a federal law known as the Family Educational Rights and Privacy Act (FERPA).

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

For additional information: mtsu.edu/policies/student-affairs/500.php

Course Load and Enrollment Status
A student’s enrollment status is determined by the number of credit hours taken per term. For details on undergraduate, see catalog.mtsu.edu, Academic Policies and Procedures, Semester Hour Load of Student. For details on graduate, see catalog.mtsu.edu/index.php?catoid=24. Academic Regulations, Semester Hour Load of Student.

Course Program of Study (CPoS)
Initial federal financial aid awards for undergraduate students are based on the assumption that students will enroll full-time in the fall and spring semesters and are then adjusted based on registration in program applicable courses. Students may only receive federal financial aid for coursework that counts towards unmet requirements in their officially declared program of study. Dropping or not attending can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at mtsu.edu/cpos.

Critical Notification
The critical notification system is used to send text, email, and/or voice alerts to those in the system. The system will be used only when circumstances pose a threat of imminent danger and/or when it is critical to contact students as quickly as possible to take some kind of action, such as completing registration/fee payment/confirmation.
Degree Evaluation
Degree evaluation for undergraduate students is available on PipelineMT. Select the Registration & Student Records link in the left menu and click on Degree Evaluation, the current/priority registered term, and follow the instructions on the page. A new degree evaluation system (Degree Works) will be available for students in Summer 2018.

Distance Education Courses
For assistance, please call 615-898-5611 or visit mtsu/uc.
Some MTSU online courses require an override (department permission) to register. Request a permit at mtsu/uc/distance/permission-of-department-form.php.
All TN eCampus online courses require an override from the student’s academic advisor (unless the student is pursuing a degree through the University College). Request the override at www.mtsu.edu/form.

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

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

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

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

International undergraduate and graduate students must remain full-time and should obtain permission from the International Affairs Office and College of Graduate Studies, respectively.

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

Eligibility Verification for Entitlement Act (EVEA)
The Tennessee Eligibility Verification for Entitlements Act (EVEA) requires proof of U.S. citizenship or lawful presence to receive state benefits for all new or reenrolling students.
The term “state benefits” includes in-state tuition, lottery scholarships, academic scholarships, Academic Common Market, or any other form of tuition assistance or waivers funded with state-appropriated dollars. State benefits do not include tuition assistance funded privately or privately-endowed scholarships.

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

If you are eligible and wish to receive state benefits and are not planning to complete a FAFSA, documentation can be emailed as an attachment (undergraduate students: evea@mtsu.edu; graduate students: graduate@mtsu.edu) using a smartphone or scanner, mailed, faxed or hand-delivered. Please include your MTSU ID number (M#).

Email
To help protect your privacy, MTSU will communicate with you using the MTmail email account given to you during your admission to the University. Faculty may also communicate with you through your D2L email account. It is your responsibility to check your MTSU email accounts, read email sent to you, and respond using these accounts. Use your MTmail for communication to and from faculty/University offices.

Enrollment Verification
Enrollment verification is available through PipelineMT. You can find instructions on how to obtain an enrollment verification certificate at mtsu.edu/enrollmentverification.

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

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

Federal regulations also require the Financial Aid Office to monitor a student’s passing percentage (Pace) and attempted hours. Often, withdrawing from courses, which may not negatively affect GPA, can cause a student to fall below an overall combined pass rate of 67% or reach his/her maximum attempted hours before graduating. This can mean losing eligibility for financial aid.
All students are encouraged to read and understand the Financial Aid Satisfactory Academic Progress Policy. To read more about SAP, visit mtsu.edu/financial-aid/policies.php. Understand the rules so that you can maintain your financial aid.

**Graduation Information**

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

**ID Cards**

The MTSU BlueID card identifies MTSU students, faculty, and staff for access to campus services and privileges. Use the BlueID card to check out books at the library, print and copy, be admitted to campus computer labs and residence halls, attend campus events and purchase extra tickets, receive student health services, and pay for food via student meal and budget plans. It can also be used as a debit card on campus. The MTSU BlueID Office is open Monday–Friday from 8:00 a.m. to 4:30 p.m. in SSAC 112.

**Immunization Requirements**

Please visit the following link for information on immunization requirements from the State of Tennessee: mtsu.edu/healthservices/Immunizations.php.

**Information Technology Help Desk**

The Information Technology Help Desk is staffed seven days a week when classes are in session (except University holidays). Experienced personnel can answer hardware, software, password, and other computing questions. Contact the Help Desk at (615) 898-5345 or email help@mtsu.edu.

Hours of operation when classes are in session:

- Sunday: 2:00 p.m.–9:00 p.m.
- Monday–Thursday: 7:00 a.m.–9:00 p.m.
- Friday: 7:00 a.m.–4:30 p.m.
- Saturdays: 9:00 a.m.–4:00 p.m.

**MT One Stop**

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

MT One Stop can

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

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

**Parking Permits**

Each vehicle parked on campus must have a current valid parking permit displayed in the vehicle. Parking permits are issued only after all registration fees are paid/confirmed. Permits are issued at the Parking and Transportation Services Office at 1403 E. Main Street, in the rear of the building. Students must bring their license plate number and a photo ID with them to receive their parking permits. For more information, refer to the Traffic and Parking Regulations booklet or visit mtsu.edu/parking.

**PipelineMT Password—Create or Change**

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

1. Go to mtsu.edu/pipelinemt and select either Forgot Password? or New User?
2. Click on Students and follow instructions.
3. An email with an encrypted link that is valid for one hour will be sent to your personal email address (provided it is not a @mtmail.mtsu.edu or @mtsu.edu address).
4. Select the encrypted link and follow instructions.
5. Your username will be displayed. Students will be prompted to create a password within the parameters given. The initial password is created by the student.
6. A notification of a change to your email will be sent to your MTmail email account as an extra level of security.

**Prescribed Course Placement**

All students who were placed into prescribed courses based on the ACT/SAT/University Placement Test must enroll in and complete the designated courses in sequence. MTSU policy prohibits students from dropping prescribed courses except under extenuating circumstances and with the approval of University Studies. A student desiring to drop a course must contact University Studies by calling 615-898-2568 or visiting KOM 103A to begin the process. Failure to comply will result in an automatic grade of F/FA.

Failure to enroll in the designated courses can result in the student’s course schedule being deleted. Additional information can be obtained by accessing the University Studies webpage at mtsu.edu/uc/university-studies.
Selective Service

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

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

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

Transcript Requests

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

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

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

University Withdrawals

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

If students have extenuating circumstances and need to withdraw after the withdrawal deadline (e.g., medical, death in family, etc.), they should email, fax, or bring appropriate documentation to substantiate the extenuating circumstances to MT One Stop (SSAC). MTSU does not have a medical withdrawal. All withdrawals are based on documentation and the date of the extenuating circumstance. For all retroactive withdrawals, requests within one year of the end of that term will be considered only if the student presents acceptable documentation of extenuating circumstances.

Veterans

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

New freshmen and new transfer students should contact the Daniels Center to start the benefit process at mtsuveterans@mtsu.edu, or call 615-898-2601 or 615-898-5040. For more information, go to mtsu.edu/military.

Veterans’ Dependents’ Post-Secondary Education Assistance

Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. Contact the Daniels Center at 615-898-2601 or 615-898-5040 for more information.
Final Examination Schedule for Fall, December 7–13, 2018

### Monday, Wednesday, Friday

<table>
<thead>
<tr>
<th>Class time:</th>
<th>Exam day:</th>
<th>Exam time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:50–7:45 a.m.</td>
<td>Friday, December 7</td>
<td>7:00–9:00 a.m.</td>
</tr>
<tr>
<td>8:00–8:55 a.m.</td>
<td>Wednesday, December 12</td>
<td>7:30–9:30 a.m.</td>
</tr>
<tr>
<td>9:10–10:05 a.m.</td>
<td>Wednesday, December 12</td>
<td>10:00 a.m.–Noon</td>
</tr>
<tr>
<td>10:20–11:15 a.m.</td>
<td>Monday, December 10</td>
<td>9:30–11:30 a.m.</td>
</tr>
<tr>
<td>11:30 a.m.–12:25 p.m.</td>
<td>Friday, December 7</td>
<td>10:00 a.m.–Noon</td>
</tr>
<tr>
<td>12:40–1:35 p.m.</td>
<td>Monday, December 10</td>
<td>12:30–2:30 p.m.</td>
</tr>
<tr>
<td>1:50–2:45 p.m.</td>
<td>Friday, December 7</td>
<td>12:30–2:30 p.m.</td>
</tr>
<tr>
<td>3:00–3:55 p.m.</td>
<td>Wednesday, December 12</td>
<td>3:00–5:00 p.m.</td>
</tr>
<tr>
<td>4:10–5:05 p.m.</td>
<td>Friday, December 7</td>
<td>3:30–5:30 p.m.</td>
</tr>
</tbody>
</table>

### Tuesday, Thursday

<table>
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<td>11:20 a.m.–12:45 p.m.</td>
<td>Tuesday, December 11</td>
<td>10:30 a.m.–12:30 p.m.</td>
</tr>
<tr>
<td>1:00–2:25 p.m.</td>
<td>Thursday, December 13</td>
<td>1:00–3:00 p.m.</td>
</tr>
<tr>
<td>2:40–4:05 p.m.</td>
<td>Tuesday, December 11</td>
<td>3:30–5:30 p.m.</td>
</tr>
<tr>
<td>4:20–5:45 p.m.</td>
<td>Thursday, December 13</td>
<td>3:30–5:30 p.m.</td>
</tr>
<tr>
<td>6:00–7:25 p.m.</td>
<td>Tuesday, December 11</td>
<td>6:00–8:00 p.m.</td>
</tr>
<tr>
<td>7:40–9:05 p.m.</td>
<td>Thursday, December 13</td>
<td>8:30–10:30 p.m.</td>
</tr>
</tbody>
</table>

### Classes Meeting One Day a Week:
- Monday, December 10; Tuesday, December 11; Wednesday, December 12; Thursday, December 13

<table>
<thead>
<tr>
<th>Class meeting time:</th>
<th>Exam time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:40–5:40 p.m.</td>
<td>3:30–5:30 p.m.</td>
</tr>
<tr>
<td>4:30–7:30 p.m.</td>
<td>6:00–8:00 p.m.</td>
</tr>
<tr>
<td>5:15–8:15 p.m.</td>
<td>6:00–8:00 p.m.</td>
</tr>
<tr>
<td>6:00–9:00 p.m.</td>
<td>6:00–8:00 p.m.</td>
</tr>
<tr>
<td>7:45–10:45 p.m.</td>
<td>8:30–10:30 p.m.</td>
</tr>
</tbody>
</table>

**Evening Classes:** Exams for evening classes not listed above will be December 7–13 during regularly scheduled class meeting times.

**Distance Learning Classes:** Some distance learning courses require students to attend meetings or exams on the main campus. Check PipelineMT to find out if your MTSU online/hybrid or correspondence course has any meetings or proctored exams.

**Saturday Classes:** Exams are Saturday, December 8, 7:30–10:30 a.m. or 9:00 a.m.–Noon or 1:00–4:00 p.m.

**NOTE:** Exams for classes meeting at other times are to be arranged by the instructor between December 7–13
## General Education Requirements

**mtsu.edu/gen_ed/**

Many majors recommend specific courses within the General Education program to meet major requirements. Students should consult their major advisors for requirements.

**NOTE:** The prescribed prerequisites indicated below are for students who have been placed into prescribed courses based on ACT/SAT/University Placement Test Scores. For example, math test scores could place students in MATH 1000KC, MATH 1010K/1530K, or just MATH 1010K/1530K/1710K. See your college advisor for details.

Courses with lecture/lab (i.e., sciences or HLTH 1530/1531) are corequisite courses. Both CRNs must be entered before clicking submit when registering in PipelineMT.

### Communication (9 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>Research and Argumentative Writing</td>
<td>3</td>
</tr>
<tr>
<td>COMM 2200</td>
<td>Fundamentals of Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prescribed prerequisites:** READ 1000K, ENGL 1010

### History (6 hours - choose two)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2010</td>
<td>Survey of United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2020</td>
<td>Survey of United States History II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2030</td>
<td>Tennessee History</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prescribed prerequisites:** ENGL 1010K and READ 1000K

### Humanities and/or Fine Arts (9 hours)

One course must be in literature. (Students must complete ENGL 1010 and 1020 before taking a literature course.) All courses meeting the literature requirement are denoted with an asterisk.

**All three courses must have different rubric (course) prefixes.**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2210</td>
<td>Introduction to World Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>ART 1030</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 1920</td>
<td>Survey of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>DANC 1000</td>
<td>Introduction to Dance</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2020*</td>
<td>Themes in Literature and Culture</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2030*</td>
<td>The Experience of Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Survey of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1020</td>
<td>Survey of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1110</td>
<td>Survey of World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1120</td>
<td>Survey of World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 2610*</td>
<td>Foreign Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1030</td>
<td>Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1030</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>THEA 1030</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prescribed prerequisites:** ENGL 1010K and READ 1000K
### MATHEMATICS (3 hours)

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

- **MATH 1010** Mathematics for General Studies 3 hours  
  Students with Math Prescribed Requirement take MATH 1010K

- **MATH 1530** Applied Statistics 3 hours  
  Students with Math Prescribed Requirement take MATH 1530K

- **MATH 1630** College Mathematics for Managerial, Social, and Life Sciences 3 hours  
  Prescribed prerequisites: Math prescribed course(s)

- **MATH 1710** College Algebra 3 hours  
  Students with Math Prescribed Requirement take MATH 1710K

- **MATH 1720** Plane Trigonometry 3 hours  
  Prescribed prerequisites: Math prescribed course(s)

- **MATH 1730** Pre-Calculus 4 hours  
  Prescribed prerequisites: Math prescribed course(s)

### SOCIAL/BEHAVIORAL SCIENCES (6 hours)

The two courses selected must have different rubric (course) prefixes.

- **AAS 2100** Introduction to African American Studies 3 hours
- **ANTH 2010** Cultural Anthropology 3 hours
- **ECON 2410** Principles of Economics, Macroeconomics 3 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)
- **ECON 2420** Principles of Economics, Microeconomics 3 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)
- **GEOG 2000** Introduction to Regional Geography 3 hours  
  Prescribed prerequisites: ENGL 1010K and READ 1000K

### NATURAL SCIENCES (8 hours)

Two different, nonsequential courses must be selected for natural science credit and must have different rubric (course) prefixes; at most, only the first semester of any two-semester, discipline-specific sequence may count for General Education natural science credit.

Lecture and Lab = 4 hours (choose two)

- **ASTR 1030/1031** Exploring the Universe 4 hours  
  Prescribed prerequisites: READ 1000K; Math prescribed course(s)

- **Biol 1030/1031** Exploring Life  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Biol 1110/1111** General Biology I 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Biol 2010/2011** Human Anatomy and Physiology I 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Biol 2020/2021** Human Anatomy and Physiology II 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Chem 1010/1011** Introductory General Chemistry I 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Chem 1030/1031** Chemistry for Consumers 4 hours  
  Prescribed prerequisite: READ 1000K

- **Chem 1110/1111** General Chemistry I 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Geol 1030/1031** Introduction to Earth Science 4 hours  
  Prescribed prerequisites: ENGL 1010K and READ 1000K

- **Geol 1040/1041** Physical Geology 4 hours  
  Prescribed prerequisites: ENGL 1010K and READ 1000K

- **Pgeo 1030** Physical Geography 4 hours

- **Phys 1110** Discovering Physics 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Phys 2010/2011** Non-Calculus-Based Physics I 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Phys 2110/2111** Calculus-Based Physics I 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

- **Psci 1030/1031** Topics in Physical Science 4 hours  
  Prescribed prerequisite: READ 1000K

- **Psci 1130/1131** Contemporary Issues in Science 4 hours  
  Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)
| 36x696 | ABER  Abernathy Hall, 1719 Alumni Drive | 36x684 | ALOF  Alumni Office, 2263 Middle Tennessee Boulevard | 36x673 | ALUM  Alumni House, 2259 Middle Tennessee Boulevard | 36x661 | AMG  Alumni Memorial Gym, 2610 Middle Tennessee Boulevard |
| 36x650 | BAS  Business and Aerospace Building, 1642 MTSU Boulevard | 36x646 | BDA  Boutwell Dramatic Arts Building, 615 Champion Way |
| 36x643 | BH  Beasley Hall, 323 Friendship Street | 36x631 | BLH  TCWNHA (Black House), 1417 East Main Street |
| 36x627 | BRAGG  John Bragg Media and Entertainment Building, 1735 Blue Raider Drive |
| 36x615 | CAB  Cope Administration Building, 315 Visitor’s Circle |
| 36x604 | CH  College Heights Building, 1607 East Main Street |
| 36x592 | CKNB  Cason-Kennedy Nursing Building, 610 Champion Way |
| 36x581 | COE  College of Education Building, 1756 MTSU Boulevard |
| 36x569 | COGN  Central Utility Plant/Cogeneration Plant, 729 Champion Way |
| 36x565 | CORL  Corlew Hall, 1634 MTSU Boulevard |
| 36x558 | CSB  Central Services Building (Day Care Center), 1835 Alumni Drive |
| 36x554 | DH  Deere Hall, 1619 Alumni Drive |
| 36x546 | DSB  Davis Science Building, 422 Old Main Circle |
| 36x542 | DYS  Tennessee Center for the Study and Treatment of Dyslexia, 200 North Baird Lane |
| 36x535 | EHS  Ellington Human Sciences Building, 2623 Middle Tennessee Boulevard |
| 36x523 | EZEL  Ezell Hall, 1727 Blue Raider Drive |
| 36x512 | FAIR  Fairview Building, 820 Fairview Avenue |
| 36x508 | FH  Forrest Hall, 543 Champion Way |
| 36x496 | GH  Greenhouse, 1724 Lightning Way |
| 36x492 | GRH  Gracy Hall, 321 Friendship Street |
| 36x489 | HARR  Center for Historic Preservation (Harrison House), 1416 East Main Street |
| 36x485 | HC  Horticulture Facility, 1714 Lightning Way |
| 36x477 | HMA  Housing Maintenance Annex, 657 Founders Lane |
| 36x474 | HOB  Holmes Building (Maintenance Complex), 836 Champion Way |
| 36x470 | HONR  Paul W. Martin Sr. Honors Building, 1737 Blue Raider Drive |
| 36x454 | ING  Sam H. Ingram Building, 2269 Middle Tennessee Boulevard |
| 36x450 | JACK  Tom H. Jackson Building, 628 Alma Mater Drive |
| 36x443 | JCH  Jim Cummings Hall, 1744 MTSU Boulevard |
| 36x440 | JH  Jones Hall, 624 Old Main Circle |
| 36x431 | JUB  James Union Building, 516 Alma Mater Drive |
| 36x428 | JUDD  Judd Hall, 217 Friendship Street |
| 36x424 | KOM  Kirksey Old Main, 612 Old Main Circle |
| 36x417 | KSF  Emmett and Rose Kennon Sports Hall of Fame, 1320 Greenwood Drive |
| 36x411 | KUC  Keathley University Center, 1524 Military Memorial |
| 36x407 | LH  Lyon Hall, 414 Alma Mater Drive |
| 36x402 | LIB  James E. Walker Library, 1611 Alumni Drive |
| 36x400 | LRC  Ned McWherter Learning Resources Center, 1558 Military Memorial |
| 36x386 | LRY  Mary Rutledge Hall, 542 Old Main Circle |
| 36x351 | MB  McFarland Building, 654 Founders Lane |
| 36x348 | MC  Murphy Center, 2650 Middle Tennessee Boulevard |
| 36x344 | MCH  McHenry Hall, 414 Alma Mater Drive |
| 36x340 | MEC  Andrew Woodfin Miller, Sr. Education Center, 503-509 Bell Street |
| 36x334 | MGB  Midgett Building, 612 Old Main Circle |
| 36x330 | MOH  Monohan Hall, 312 Alma Mater Drive |
| 36x326 | NEO  Naked Eye Observatory, 346 Old Main Circle |
| 36x322 | NICK  Nicks Hall, 1715 Alumni Drive |
| 36x319 | OBS  Observatory, 346 Old Main Circle |
| 36x315 | PCS  Homer Pittard Campus School, 923 East Lytle Street |
| 36x311 | PH  Peck Hall, 537 Old Main Circle |
| 36x305 | PHLP  Project Help, 206 North Baird Lane |
| 36x301 | PKS  Parking Services Building, 1403 East Main Street |
| 36x299 | POOL  Natatorium, 1319 Faulkinberry Drive |
| 36x295 | PSB  Printing Services Building, 1756 Greenland Drive |
| 36x291 | REC  Health, Wellness, and Recreation Center (Health Services located inside the HWRC), 1848 Blue Raider Drive |
| 36x288 | REH  Reynolds Hall, 312 Alma Mater Drive |
| 36x282 | RH  Rutledge Hall, 526 Alma Mater Drive |
| 36x279 | ROTX  ROTC Annex, 531 Champion Way |
| 36x275 | SAG  Stark Agribusiness and Agriscience Center, 651 Founders Lane |
| 36x271 | SBCH  Stephen B. Smith Baseball Clubhouse, 641 Champion Way |
| 36x268 | SCA  Scarlett Commons Apartments 1–9, 1858 MTSU Boulevard |
| 36x264 | SCC  Sports Club Complex, 2111 East Main Street |
| 36x260 | SCH  Schardt Hall, 312 Alma Mater Drive |
| 36x256 | SCI  Science Building, 440 Friendship Street |
| 36x252 | SCP  Satellite Chiller Plant, 215 College Heights |
| 36x248 | SFA  Saunders Fine Arts Building, 629 Normal Way |
| 36x244 | SIMS  Sims Hall, 215 Friendship Street |
| 36x241 | SMH  Smith Hall, 318 Old Main Circle |
| 36x237 | SSAC  Student Services and Admissions Center, 1860 Blue Raider Drive |
| 36x233 | STU  Student Union Building, 1768 MTSU Boulevard |
| 36x230 | TB  Telescope Building, 1852 MTSU Boulevard |
| 36x226 | TENN  Buck Bouldin Tennis Center, 1210 Greenland Drive |
| 36x223 | TCM  Telecommunications Building, 732 Champion Way |
| 36x219 | TCL  Tennessee Livestock Center, 1720 Greenland Drive |
| 36x216 | TODD  Andrew L. Todd Hall, 542 Old Main Circle |
| 36x212 | UP  University Police, 1412 East Main Street |
| 36x209 | VA  Vocational Agriculture, 1704 Lightning Way |
| 36x205 | VET  Voorhies Engineering Technology, 1212 Faulkinberry Drive |
| 36x201 | WANH  Internal Audit (Wansley House), 209 North Baird Lane |
| 36x201 | WC  Woodmore Cybercafe, 319 Friendship Street |
| 36x191 | WH  Warehouse (Maintenance Complex), 1672 Greenland Drive |
| 36x188 | WLA  Womack Lane Apartments A–L, 1815 Alumni Drive |
| 36x184 | WMB  Wright Music Building, 1439 Faulkinberry Drive |
| 36x180 | WPS  Wiser-Patten Science Hall, 422 Old Main Circle |
| 36x178 | WSC  Wood-Stegall Center (Development and University Advancement), 120 Old Main Circle |
DID YOU KNOW?

- Midterm grades are reported in all undergraduate courses. You can access your midterm grade in PipelineMT, as well as any other comments related to your course by selecting the Registration & Student Records link in the left menu and the Academic Progress Report link in the Academic Records box. A notification is sent to your MTSU email account nightly if any midterm grades or academic progress reports are reported in any of your courses.

- You can view your prior college and graduation information in PipelineMT by selecting the Registration & Student Records link in the left menu and the Prior College and Graduation Information link in the Academic Records box. This provides helpful information such as showing if your prior college transcripts have been received and evaluated or if your Intent to Graduate and Upper-Division forms have been filed. Additionally, it shows the current diploma name and diploma address. Diploma name and/or address can only be updated by emailing records@mtsu.edu.

- Initial federal financial aid awards for undergraduate students are based on the assumption that students will enroll full-time in the fall and spring semesters and are then adjusted based on registration in program applicable courses. Students may only receive federal financial aid for coursework that counts towards unmet requirements in their officially declared program of study. Dropping or not attending can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at mtsu.edu/cpos.

- The Regional Scholars Program offers a reduced out-of-state tuition rate for undergraduate students who met the required ACT/SAT score and graduated from a high school in a county within a 250-mile radius of MTSU. For requirements of the program, see mtsu.edu/financial-aid/scholarships/regional-scholars.php. Eligibility for graduate students can be accessed at mtsu.edu/graduate/admission/regscholar.php.

- SSC Campus is a new information, communication, and appointment scheduling platform where students can manage their calendar, send and receive messages on campus, and schedule appointments directly with their advisors. You can access the SSC Campus platform with your PipelineMT login credentials in PipelineMT by selecting Registration & Student Records and Schedule an Advising Appointment in the Priority Registration Tools box or access it directly at mtsu.campus.eab.com. For more information or questions, please contact the Office of Student Success at 615-494-8650.