MIDDLE TENNESSEE STATE UNIVERSITY

REGISTRATION GUIDE

SPRING 2027

Priority Registration for Spring 2027
is November 2–13, 2026

MTSU MIDDLE TENNESSEE STATE UNIVERSITY

Did you know your financial aid may be adjusted or canceled if you don't attend or engage in class?

Financial aid is initially based on your enrollment status. Once the semester begins, faculty report students who never attended/engaged 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 in some situations until the balance owed is paid in full. To ensure progression toward your degree and maintain eligibility for financial aid, you should attend/engage in all 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 comply 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).

What is Coursework Toward Program of Study (CPoS) and why is it important?

Students may only receive federal financial aid, most state aid, and MTSU guaranteed scholarships for coursework that counts toward unmet requirements in their officially declared program of study. This includes courses needed for the major and required minors. However, an officially declared minor that is not required for your major may not count in enrollment hours toward the above financial aid programs. Changing your major or dropping or not attending courses can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at mtsu.edu/cpos. To view which of your registered courses are eligible degree requirements for aid, go to PipelineMT, the **Registration & Student Records** menu, and the **Coursework Toward Program of Study** link under the Academic Records section.

2027–28 FAFSA

The 2027–28 FAFSA can be completed online at fafsa.gov starting in October 2026. It will be used to determine financial aid eligibility for fall 2027 through summer 2028 for various federal, state, and institutional programs. The 2027–28 FAFSA income information is based on prior-prior year (2025) rather than prior year (2026), which eliminates the need to estimate tax information. MTSU's 2027–28 FAFSA filing priority date is March 1, 2027, to be considered for maximum financial aid assistance.

New Student Refund Direct Deposit System

Beginning December 2, the University is implementing a new online direct deposit system for student refunds. **All students must establish a new refund profile and provide their banking information**, including students who previously enrolled in direct deposit. Please complete your new profile via your PipelineMT account to ensure timely and secure delivery of future eligible refunds.

Winter Session

The Winter Session will be offered this year from December 21–January 14, between the end of fall and beginning of spring semesters. These courses will be online and accelerated. For students registered in a Winter Session class, **all fees (Winter Session and Spring classes) must be paid by Thursday, December 17, at 4:30 p.m. or the student's winter course will be removed** (see next page for fee payment deadlines). For more information about Winter Session, visit mtsu.edu/registration/winter.

- Students may use spring financial aid toward payment and confirmation of Winter Session courses (which is due by **December 17 at 4:30 p.m.**).
- Grades for Winter Session are due by midnight on **Thursday, January 14, 2027**.
- Although students may pay or confirm using financial aid for Winter Session, actual aid is not disbursed until after final grades have been verified. This process can take several days after grades are submitted.
- As a result, **refunds from financial aid will be delayed and not sent until after the full-term spring semester begins** for students who took a Winter Session class.

Spring 2027 Dates at a Glance

Fee-Related Deadlines

Dec. 2 — Bills available on PipelineMT. Fee payment and confirmation begin.

Course Selection	Pay Fees/Confirm
Nov. 2, 2026–Jan. 5, 2027*	Dec. 26, by mail Jan. 5, 4:30 p.m., Business Office Jan. 5, 6:00 p.m., PipelineMT
Please note the University will be closed Dec. 24, 2025, through Jan. 1, 2026.	
Jan. 6–Jan. 11**	Jan. 11, 4:30 p.m., Business Office Jan. 11, 6:00 p.m., PipelineMT Do not mail payment!
Jan. 12–Jan. 25**	Jan. 26, 4:30 p.m., Business Office Jan. 26, 6:00 p.m., PipelineMT Do not mail payment!
Jan. 26	Students must prepay in Business Office before being allowed to register late beginning this date.
Jan. 27–March 17 **A2 term only**	Students registering for only Accelerated 2 courses must pay by March 18, 4:30 p.m.

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

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A $100 late fee will be charged to anyone who registers or reregisters on or after Jan. 19.

Nov. 1–Jan. 11 — Teacher, TBR/LGI (Tennessee Locally Governed Institutions), state, UT, and MTSU employee dependent discount forms must be turned in at One Stop (SSAC), by the fee payment deadline. Signatures should not be obtained before Nov. 1, 2026.

Dec. 21 — TBR/LGI, UT, and state employee fee waiver participants may register. Turn in form at One Stop (SSAC) by 4:30 p.m. Jan. 11.

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

Jan. 11 — Deadline to sign up for direct deposit for refunds to be available Jan. 19–22.

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

Jan. 12 — 12:01 a.m.: PipelineMT available for registration after purge.

Feb. 28 — Second installment payment due.

Mar. 31 — Third installment payment due.

Apr. 30 — Fourth installment payment due.

Fee Payment and Confirming Registration

For information regarding tuition and fee payment, installment payment plans, Raider Funds, direct deposit, fee waivers and discounts, parent and guest payment, and Perkins and Institutional loan payments, visit the One Stop website: mtsu.edu/tuition.

Winter Session

For students enrolled in a W-Winter Session course, please note the following differences in the fee payment deadline and dates:

- Winter Session students must pay or confirm their balance for both Winter Session and spring classes by **Thursday, December 17, at 4:30 p.m.**
- Winter Session students who do not pay or confirm by the deadline **will have their Winter Session course deleted**, and late registration for Winter Session is not allowed.
- Students taking a Winter Session course but utilizing a TBR/LGI, UT, or state employee fee waiver may register for Winter Session classes only starting **November 23, 2026**. The fee waiver form must be received prior to the Winter Session fee payment deadline of December 17.
- All 65-year-old and 60-year-old (audit) participants and all permanently disabled participants may register for Winter Session classes only starting **November 23, 2026**. The discount form for this and required documentation must be submitted to One Stop by December 17.
- **See mtsu.edu/registration/winter for details.**

Spring 2027 Adding, Dropping, Withdrawing, Fee Adjustment Dates

Part of Term	Last Day to Add or Register Late on PipelineMT	Last Day to Drop Without Grade	Last Day to Drop with W Grade*	Last Day for Fee Adj. 100%	Last Day for Fee Adj. 75%	Last Day for Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term**
1–Full Term Jan. 19–May 6	Jan. 25	Feb. 1	Mar. 28	Jan. 18	Feb. 1	Feb. 14	18**
A1–Accelerated 1 Jan. 19–March 5	Jan. 21	Jan. 24	Feb. 15	Jan. 18	Jan. 24	Jan. 30	9**
A2–Accelerated 2 March 15–May 6	Mar. 17	Mar. 21	Apr. 15	Mar. 14	Mar. 21	Mar. 27	9**
W–Winter Session Dec. 21–Jan. 14	Dec. 17	Dec. 23	Jan. 5	Dec. 20	Dec. 23	Dec. 26	4**

**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 spring classes may be processed via PipelineMT or at 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.

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 (1, A1, A2, W) 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. For additional information, visit the TSAC website at collegefortn.org/tennessee-hope-scholarship/.

Coursework Toward Program of Study (CPoS). Aid eligibility is based on courses that meet an outstanding degree requirement. If you change your major after the semester begins but before the census date listed below or after the census date but before your aid is disbursed, CPoS will be recalculated to determine which courses are now meeting a degree requirement for the new major. If the course no longer applies, your aid may be reduced.

The Cost of Attendance used for the awarding of financial aid and the disbursement of most financial aid programs is based upon your enrollment in CPoS eligible courses. Initial awards are based on the assumption that undergraduate students will enroll full time and graduate students will enroll half time in the fall and spring semesters, and the awards are then adjusted based on registration in CPoS courses. For additional information, visit the CPoS website at mtsu.edu/cpos.

Financial Aid Adjustment Deadlines

Part of Term	*Financial aid may be adjusted due to changing majors, adding, dropping, or withdrawing from all classes as of the **census date (May owe a balance to MTSU)	*Financial aid may be prorated due to dropping classes or withdrawing from all classes (May owe a balance to MTSU)	*Earn 100% of financial aid even if classes are dropped or you withdraw from all classes (May be affected by attendance reporting)
1–Full Term Jan. 19–May 6	Feb. 1**	Feb. 2–March 28 (Enrolled in full-term classes only)	March 29–May 6 (Enrolled in full-term classes only)
A1–Accelerated 1 Term Jan. 19–March 5 A2–Accelerated 2 Term March 15–May 6 W–Winter Session Dec. 21–Jan. 14	Feb. 1**	Depends on enrollment. Contact One Stop.	Depends on enrollment. Contact One Stop.

*Financial aid will be adjusted based on attendance/academic engagement as reported by the faculty. If the student stops attending all registered courses, the unofficial withdrawal date used to determine aid eligibility will be the midpoint of the semester.

**NOTE: Lottery scholarship recipients cannot change enrollment status after this date and retain the scholarship. Federal financial aid may be adjusted for the spring semester based on the number of hours enrolled as of February 1. This includes all parts of the term (1–Full Term, A1–Accelerated 1 part of term, A2–Accelerated 2 part of term, and W-Winter Session). Adding courses after February 1 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.

Deadline to Apply for Loans for Spring 2027

April 29, 2027	Deadline to apply for federal student / parent loans

Spring 2027 Calendar

November 2026–August 2027

Nov. 2–13	Priority Registration for Spring 2027
Nov. 13	Last day for undergraduate students to file Intent to Graduate forms for Summer 2027 graduation
Nov. 19	New student orientation for new transfer students (VIRTUAL)
Nov. 19	Transients and special undergraduates eligible to register
Dec. 11	New student orientation for new freshmen and transfer students (ON CAMPUS)
Dec. 14	New freshmen and transfers who do not attend orientation and have been advised can register
Dec. 21	Winter Session begins
Dec. 24–31	University closed
Dec. 24–25	No Winter Session classes
Jan. 1	University closed
	No Winter Session classes
Jan. 4	Parking permits for students, if needed, may be obtained after fees paid
Jan. 11	Undergraduate academic appeal packets are due by 4 p.m.
Jan. 13	Undergraduate Academic Appeals Committee meets at 9 a.m.
Jan. 14	Undergraduate academic appeal decisions available on PipelineMT by 9 a.m.
	Last day of Spring 2027 University Placement Testing
Jan. 18	University closed
Jan. 19	**Spring classes begin**
Feb. 9	Last day for College of Graduate Studies students to file Intent to Graduate forms for Spring 2027 graduation
Feb. 22–March 5	Midterm grading reported
March 8–13	Spring break, no classes
April 5–16	Priority Registration for Summer and Fall 2027
April 16	Last day for undergraduate students to file Intent to Graduate forms for Fall 2027 graduation
	Last day for Spring 2027 graduates to file their theses/dissertations. Those submitted after this date will not be eligible for Spring 2027 graduation
April 28	Last day of classes
	Last day to withdraw from the University (all classes) and receive a W or F as determined by the instructor
April 29	Study Day: No classes, exams, or mandatory meetings
April 30–May 6	Final examinations as determined by University approved exam schedule
May 8	Official May graduation date. Spring 2027 Commencement for all students. Dates and times TBD. For details, see mtsu.edu/graduation.
May 9	Deadline for final grades by 11:59 p.m.
May 17	Summer classes begin
	Undergraduate academic appeals are due by 4 p.m.
May 19	Undergraduate Academic Appeals Committee meets at 9 a.m.
May 20	Undergraduate academic appeal decisions available on PipelineMT by 9 a.m.
Aug. 23	Fall classes begin

See important dates and deadlines at mtsu.edu/dates.

General Information

Academic Advising

Academic advising is recommended each semester to ensure that you stay on track for graduation and 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 for classes on time during priority registration.

Required advising for undergraduate students: Advising is required for new freshmen and new transfer students before registration. Advising for currently enrolled undergraduate students may be required. Advisors will send an email to your MTMail if you are required to be advised prior to priority registration.

Academic Appeals

Undergraduate students on academic suspension must submit an appeal form prior to the start of the semester they wish to attend for the Academic Appeals Committee to review. For additional information, including the academic appeal process and deadlines, visit mtsu.edu/academicstanding. Graduate students on academic suspension will be sent an email from the College of Graduate Studies via their MTMail accounts 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	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

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 from any school 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 will not 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.

Account Management

All students have an MTSU login ID, which is your username@mtmail.mtsu.edu. This account is used to access MTMail, PipelineMT, Canvas, Office 365, Teams, and other applications. Get started at itd.mtsu.edu/student-accounts.

Auditing

Students who wish to audit a class must visit the One Stop for assistance in changing the class from credit to audit. 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 via the Late Registration form and processed at the One Stop or sent to register@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 Certificates 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 (True Blue Core), 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 are responsible for maintaining current addresses, phone numbers, legal names, and other information with the University. Access PipelineMT and click the appropriate links under the **Personal Information** box to review and update as needed addresses, phone numbers, email addresses, and emergency contacts. A permanent change-of-address request should be submitted with the U.S. Post Office in addition to notifying the University of a change of address.

Students cannot update names on PipelineMT because legal documentation is required. It is the student's responsibility to

inform instructors of a name change that occurs during the semester. Complete and submit a Name Change Request form with legal documentation at mtsu.edu/one-stop/forms or in person at the One Stop.

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 to update a permanent address. A permanent address change request that conflicts with current residency status might require documentation. For forms and requirements: mtsu.edu/one-stop/forms.

Change of Major/Program, Undergraduate

Choosing the right major and minor can be challenging, and many students make the decision to change their majors and/or minors sometime during their undergraduate careers.

Students who wish to make a change to their current curriculum must meet with their current college advisor or the college advisor of the proposed new major/minor. To view current major/program in PipelineMT, select **Registration & Student Records** in the left menu, then click on the **Transcript** icon.

Only college and faculty advisors can submit a major/program change to the Registrar's Office for processing on behalf of the student. Submitted major/minor changes will be processed for the current term. Once the change is made, updated degree requirements will be viewable in DegreeWorks and an audit run to determine financial aid eligibility for Coursework Toward Program of Study (CPoS). Major/program changes and their timing should be considered very carefully related to CPoS.

Change of Program, Graduate

Effective the first day of class each semester, graduate-level students who elect to change their academic programs will be processed for the following semester. These students MUST be fully admitted into the new program before registration for the upcoming term. This process ensures that students' registration and financial aid are not adversely affected.

Class Attendance/Engagement

Students are expected to attend/engage in each class for which they are registered. Students should not attend or engage in classes for which they are not officially registered. MTSU does not require faculty to take attendance at each class period, even though some faculty may choose to do so. Therefore, participation may be confirmed by the use of an academically related activity.

Faculty are required to confirm attendance by the census date. If a grade of F is reported at the end of the semester, faculty are required to report the date of the last academically related activity or the midpoint semester date if no source documentation is available. Nonparticipation can have an adverse effect on receipt of various financial aid and scholarships and may result in repayment being required.

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

Class Cancellations and Changes

The University reserves the right to cancel any class when the number of students enrolled is deemed insufficient, and the academic departments will notify students via **MTMail**. See catalog.mtsu.edu, Academic Policies and Procedures, Cancellation of Scheduled Classes. It may be necessary for modifications to be made in locations and teachers listed for courses. The most up-to-date information may be found on PipelineMT.

NOTE: Students receiving financial aid or veterans benefits are encouraged to contact the appropriate office to determine if their aid will be affected.

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.

Additional information: mtsu.edu/records/privacy.

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 mtsu.edu/gcat, Academic Policies and Procedures, Semester Hour Load of Student.

Coursework Toward Program of Study (CPoS)

Students may only receive federal financial aid, most state aid, and MTSU guaranteed scholarships for coursework that counts toward unmet requirements in their officially declared program of study. Coursework toward nonrequired minors may not count toward aid eligibility. 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. To view which of your registered courses meet degree requirements for aid, go to **PipelineMT**, the **Registration & Student Records** menu, and the **Coursework Toward Program of Study** link.

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 before the deadline. Learn more at mtsu.edu/alert4u/.

DegreeWorks

DegreeWorks is available on **PipelineMT**. Select the **Registration & Student Records** link in the left menu and click on the **DegreeWorks** icon. Your degree evaluation will display based on your current degree program. The **Look Ahead** option allows you to enter courses you are planning to take to see how they will apply toward your degree. This feature can be helpful to ensure your course is Coursework Toward Program of Study (CPoS) eligible. The **What If** option allows you to see how your courses will apply if you change your catalog or program/major/concentration/minor or are thinking about adding another major/concentration/minor. You can also see any approved exceptions/substitutions/changes.

Eligibility Verification for Entitlements 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, state grants, 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 submitted using a smartphone or scanner. Access mtsu.edu/evea to upload your documents.

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 Canvas 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. Access your email at outlook.office.com and log in with your MTSU credentials.

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) is maintaining Satisfactory Academic Progress (SAP). Three areas monitored in SAP are grade point average (GPA), passing percentage (Pace), and maximum attempted hours.

For financial aid purposes, the Office of Student Financial Aid and Scholarships must monitor a student's GPA, which is a different measurement than the Registrar's Office uses for academic purposes. Federal regulations also require the Financial Aid Office to monitor a student's passing percentage (Pace) and attempted hours. 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 the maximum attempted hours before graduating. If a student fails to meet one or more of these measures or if it is determined that it is mathematically impossible to graduate within allowable timeframe limitations, the student can lose eligibility for financial aid.

All students are **STRONGLY** encouraged to read and understand the Financial Aid Satisfactory Academic Progress Policy. To read more about SAP, visit **mtsu.edu/financial-aid/policies**.

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**.

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. Traditional ID card making is still an option, but you can now save a trip and skip the lines. Go to **mtsu.edu/BlueID** and upload your own photo to then receive your ID in the mail or pick it up in person. The MTSU BlueID Office is open Monday–Friday from 8 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**.

Inclement Weather Policy

If inclement or dangerous weather occurs, or develops prior to and/or during the normal business day, MTSU will provide closure and/or continuity notifications to the campus community. Check the University homepage 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 adjustments. To add a mobile number or manage your account, go to **mtsu.edu/alert4u**, and click on Manage under the RAVE Alert Account left navigation link (**getrave.com/login/mtsu**). If MTSU classes are canceled or moved online, the announcement will apply to all classes, credit and noncredit.

ITD Service Desk

The ITD Service 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. Operating hours are modified during the summer semester and the winter session and will be posted at itd.mtsu.edu.

Contact the Service Desk at 615-898-5345 or email help@mtsu.edu. Visit itd.mtsu.edu for current Service Desk hours.

Late Registration Policy

Refer to page 4 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/one-stop/forms to access the 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 students must remain full time and should obtain permission from the International Affairs Office.

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.

One Stop

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.

One Stop can:

- provide student transcripts and assist with enrollment verifications
- answer questions regarding 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

The One Stop also hosts Lightning Stop, the student food pantry, during open business hours for all current students.

For hours of operation or to learn more about 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 205 City View Drive. 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 accounts or those who want to change their passwords or have forgotten their passwords:

1. Go to mtsu.edu/changepw.
2. An email with an encrypted link that is valid for one hour will be sent to your personal email address (provided it is not an @mtmail.mtsu.edu or @mtsu.edu address).
3. Select the encrypted link and follow instructions.
4. Your username will be displayed. You will be prompted to create a password within the parameters given. The initial password is created by the student.
5. A notification of a change to your account will be sent to your **MTMail** email account as an extra level of security.

If you are unable to change your password due to an issue with your personal email address, visit mtsu.edu/one-stop/forms for the form to change your personal email address.

Visit itd.mtsu.edu/student-accounts for Password Requirements.

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 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 university-college.mtsu.edu/university-studies_prescribed-courses and the University's learning support policy mtsu.edu/policies/p306.

Printing on Campus

Student printing is available at all University computer labs and is a privilege on campus for all active students. Students should be frugal and responsible when making printing decisions and not print unnecessarily and excessively. Printing should always be reserved for academic purposes only. Nonacademic printing should be performed at Blue Print in the Student Union Building. Printing levels are monitored, and you will be notified through the print management system when you are approaching an excessive amount of printing.

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 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 One Stop (SSAC) or at mtsu.edu/one-stop/forms. Effective December 18, the Selective Service System will automatically register eligible students.

Transcript Requests

Current students may order transcripts through **PipelineMT > Registration & Student Records > Academic Records > Transcripts – Order Official.** For other transcript ordering options, see mtsu.edu/transcripts.

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). After the withdrawal deadline and with appropriate approvals, a student may drop an individual course by submitting a signed Drop Form to 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 withdraw@mtsu.edu or bring appropriate documentation to substantiate the extenuating circumstances to One Stop.

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 Veterans menu to complete the Statement of Understanding and Enrollment Certification. Undergraduates are also required to complete the Benefits User Advising Form (BUAF).

New freshmen and new transfer students should contact the Daniels Center to start the benefit process at dvmfc@mtsu.edu or call 615-904-8437.

Military connected student who are not eligible for the GI Bill may still be eligible for other forms of assistance. To inquire about eligibility, please go to the Charlie and Hazel Daniels Veterans and Military Family Center in Room 124 of the Keathley University Center or contact them at dvmfc@mtsu.edu or 615-904-8437.

For more information, go to mtsu.edu/military.

Tuition Waiver for Dependents of Tennessee Veterans KIA or Designated POW

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 dvmfc@mtsu.edu or call 615-904-8437 for more information.

Waitlists

Select courses offer the option to join a waitlist for a closed section. If waitlist seats are available on a closed course, you will receive a closed class error message with the option to join the waitlist after entering the CRN on the Register for Classes page in PipelineMT. After joining the waitlist, you may be offered an open seat in that section based on the order you joined the waitlist. When a seat opens, an email is generated and sent to your MTMail account, along with a deadline for you to log on to PipelineMT and add the class to your schedule. If the deadline in the body of the email passes and you did not register for the offered section, the option is removed and the seat offered to the next person on the waitlist. For more information about waitlists, visit mtsu.edu/registration/waitlist.

Wi-Fi Access

The University's Wi-Fi network is called:

- **BlueWiFi** in academic and administrative buildings
- **HousingBlueWiFi** in residential facilities

Go to help.mtsu.edu, log in with your MTSU credentials, and search for instructions on how to connect to the wireless network.

Zero Textbook Cost Courses

Zero Textbook Cost (ZTC) courses do not require students to purchase textbooks. Locate ZTC courses in the class schedule by searching for sections marked with the Zero Textbook Cost attribute. OER stands for open educational resources, which are course materials that can be accessed on the first day of class for free. Visit mtsu.edu/oer for instructions.

Final Exam Schedule for Spring, April 30–May 6

Monday, Wednesday, Friday

Class time	Exam day	Exam time
6:50–7:45 a.m.	Friday, April 30	7:00–9:00 a.m.
8:00–8:55 a.m.	Monday, May 3	7:30–9:30 a.m.
9:10–10:05 a.m.	Wednesday, May 5	9:30–11:30 a.m.
10:20–11:15 a.m.	Monday, May 3	10:00 a.m.–Noon
11:30 a.m.–12:25 p.m.	Friday, April 30	10:00 a.m.–Noon
12:40–1:35 p.m.	Monday, May 3	1:00–3:00 p.m.
1:50–2:45 p.m.	Friday, April 30	1:00–3:00 p.m.
3:00–3:55 p.m.	Wednesday, May 5	1:00–3:00 p.m.
4:10–5:05 p.m.	Friday, April 30	3:30–5:30 p.m.

Monday, Wednesday

Class time	Exam day	Exam time
8:00–9:25 a.m.	Monday, May 3	7:30–9:30 a.m.
9:40–11:05 a.m.	Wednesday, May 3	9:30–11:30 a.m.
12:40–2:05 p.m.	Monday, May 3	1:00–3:00 p.m.
2:20–3:45 p.m.	Wednesday, May 5	1:00–3:00 p.m.
4:10–5:35 p.m.	Monday, May 3	3:30–5:30 p.m.
6:00–7:25 p.m.	Wednesday, May 5	6:00–8:00 p.m.
7:40–9:05 p.m.	Monday, May 3	8:30–10:30 p.m.

NOTE: No required meetings or exams may be scheduled on Study Day for students. Instructors must use their assigned final exam time and regular room location.

Tuesday, Thursday

Class time	Exam day	Exam time
6:20–7:45 a.m.	Thursday, May 6	7:00–9:00 a.m.
8:00–9:25 a.m.	Tuesday, May 4	8:00–10:00 a.m.
9:40–11:05 a.m.	Thursday, May 6	10:00 a.m.–Noon
11:20 a.m.–12:45 p.m.	Tuesday, May 4	10:30 a.m.–12:30 p.m.
1:00–2:25 p.m.	Thursday, May 6	1:00–3:00 p.m.
2:40–4:05 p.m.	Tuesday, May 4	3:30–5:30 p.m.
4:20–5:45 p.m.	Thursday, May 6	3:30–5:30 p.m.
6:00–7:25 p.m.	Tuesday, May 4	6:00–8:00 p.m.
7:40–9:05 p.m.	Thursday, May 6	8:30–10:30 p.m.

Classes Meeting One Day a Week: Monday, May 3; Tuesday, May 4; Wednesday, May 5; Thursday, May 6

Class meeting time	Exam time
2:40–5:40 p.m.	3:30–5:30 p.m.
4:30–7:30 p.m.	6:00–8:00 p.m.
5:15–8:15 p.m.	6:00–8:00 p.m.
6:00–9:00 p.m.	6:00–8:00 p.m.
7:45–10:45 p.m.	8:30–10:30 p.m.

Evening Classes: Exams for evening classes not listed above will be April 30–May 6 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 or remote course has any meetings or proctored exams.

Saturday Classes: Exams are Saturday, May 1, 7:30–10:30 a.m., 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 April 30–May 6. Check your syllabus or ask your instructor about your final exam time if your class time is not listed on this page.

DID YOU KNOW?

- Did you know you can earn digital badges from MTSU? A digital badge is issued to a student upon successful completion of a set of courses, a program, or other competencies. Students earn badges for a variety of accomplishments on their own or as part of their work toward a degree. The benefits of earning a digital badge are to exemplify skills and achievements earned to employers, colleagues, and peers. For more information and a list of badges offered, visit mtsu.edu/badges.
- Coursework for minors will only be covered under CPoS if the minor is a degree requirement for graduation. Federal, state, and some institutional financial aid may cover optional minor coursework if electives are needed to graduate, but in general, optional minors will not be covered by most financial aid. For more information visit mtsu.edu/cpos and talk with your academic advisor about how your coursework may be impacted.
- Students are able to purchase tuition insurance through GradGuard. More information about this can be found at gradguard.com/tuition/mtsu.
- Graduate students interested in additional funding opportunities for their degree programs should check out mtsu.edu/graduate/funding to learn about assistantships, scholarships, and more!
- PipelineMT continues to go through changes, including how you register for classes, pay your bill, and view your student information. These changes will be implemented during the 2026–2027 academic year. For the latest information and instructions on how to navigate these changes, visit mtsu.edu/SSB.

MIDDLE TENNESSEE STATE UNIVERSITY

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