

# Registration Procedures

**Scheduling Center**  
James Union Building 123

Detailed procedures for registration are given each semester in the class schedule book. Classes are selected via a touch-tone telephone using Telephone Response at Middle (TRAM) at (615) 898-2000 (9-898-2000 on campus) or via the Internet on the WebMT system at <http://www.mtsu.edu>

To avoid delay, the following must be observed prior to registration:

1. In order to be accepted to the University, all students, including re-enrollees and part-time students, must complete an admission application and submit proper credentials. The current class schedule book should be consulted for specific details. Participants in the MTSU/TSU consortium should confer with admissions personnel before registering for classes at MTSU. **The University reserves the right to stop accepting applications and to terminate registration at any point to ensure enrollment limitations according to guidelines set forth by the institution and/or Tennessee Board of Regents.**
2. MTSU conducts Priority Registration (pre-selection of classes) for current, re-enrolling, new graduate students, or new undergraduates with a previous degree. Registration information is mailed to all students as a means of indicating eligibility for Priority Registration.  
A student is not officially enrolled until completion of all of the requirements of registration including the payment of fees or confirmation of attendance. The current class schedule book for each semester carries information on fee payment, late registration, and dropping and adding classes.
3. **It is strongly recommended that each student confer with a faculty advisor to obtain an approved list of classes on a Course Selection Worksheet to be used when classes are selected via TRAM or WebMT.**
4. Former students must settle all prior accounts in the Business Office and University Library before re-admission.

The following must be observed during the registration period:

1. All students who took an assessment test and who were placed into courses in the Developmental Studies Program must enroll in and complete the designated courses in sequence. Failure to enroll in the designated courses will result in the student's immediate withdrawal from the University. All full-time degree-seeking students should be enrolled in the appropriate General Studies English course **and** either six hours in General Studies **or** three hours in General Studies **and** three hours in their major until they have satisfied the University's General Studies requirement. Upper-division students should have on file and follow a plan for major and minors.

Students may apply only one physical education activity course per semester to General Studies requirements.

2. The current class schedule book should be consulted for fee payment procedures and payment deadlines.
3. Upon completion of payment of fees, everyone who does not have an ID card will be required to have an identification (ID) picture made. All students must have an ID card which is validated each semester with payment of fees, and ID cards are to be used for the complete period of time a student attends MTSU. All students must register their automobiles for the current academic year.
4. All male U.S. citizens and male non-citizens who take up residency in the United States of America before their 26th birthday must register with Selective Service prior to registering for classes at MTSU. This requirement does not apply to veterans and others exempt by federal law.
5. Effective July 1, 1998, the State of Tennessee requires students to provide proof of two (2) dose of measles, mumps, and rubella (MMR) vaccine on or after the first birthday, or proof of immunity to measles if date of birth is 1957 or after. **Registration for classes will not be allowed until an acceptable form is on file in the Student Health Services Office.**

## Determination of Residence for Fee-paying Purposes

The Admissions Office makes decisions concerning residence classifications for undergraduate students with the exception of international students. International Programs and Services handles residency questions for international students. Regulations concerning residency are printed on the back of the Application for Tennessee Residency Form that may be obtained from the Admissions Office, Cope Administration Building 210. Students who disagree with a residency decision may appeal. Additional information is on page 29.

