

# Division of Student Affairs and Enrollment and Academic Services

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The Division of Student Affairs and Enrollment and Academic Services comprises three independent units that are designed to operate collaboratively in pursuit of the overall goals and mission of the division and the University. Student Life, Academic Support Services, and Enrollment Services share a common purpose of providing hands-on learning opportunities that help students integrate academic and personal growth. Effective enrollment services and other educational partnerships and programs encourage the development of student leadership, campus involvement, and personal responsibility and accountability and promote the creation of meaningful campus rituals and traditions and an inclusive and supportive learning community.

Recognizing that an integral part of the university experience and the individual student's personal development take place through activities outside the formal classroom setting, the Division of Student Affairs and Enrollment and Academic Services implements programs and services designed to complement the classroom experience and prepare students to be educated and productive members of society. The University also recognizes that whatever affects a student outside the classroom affects the student inside the classroom. Therefore the Division of Student Affairs and Enrollment and Academic Services seeks to accomplish two general goals. The first is to take care of students' needs by providing the services necessary to support students' learning environment. The second is to enhance the academic community by providing opportunities to facilitate social, intellectual, physical, and emotional growth; to assist students in becoming actively involved in campus life; to serve as an advocate for student concerns about the University community; and to encourage an environment responsive to individual differences and representative of the diversity of MTSU's population.

## The Office of the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services

The role of the vice president for Student Affairs and vice provost for Enrollment and Academic Services is to be the primary advocate for all students. It is the responsibility of the vice president and vice provost to manage the division so that the best interests of students, individually and collectively,

are always given the priority they merit. Although the average student has little actual contact with the vice president and vice provost, it is vital for every student to recognize that the vice president and vice provost is his/her advocate and that every student has a right to meet and seek assistance. The Office of the Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services is located in KUC 212, (615) 898-2440.

## Student Life

The Student Life unit includes those programs that provide students with opportunities for involvement and expression, service to the community, and leadership development. Specific programs/services include

### Campus Recreation

A variety of recreational activities that encourage healthy lifestyles is the focus of the Campus Recreation Office. From intramural sports, swimming, and outdoor activities to fitness classes, Campus Recreation offers programming for almost everyone's likes and dislikes. The Recreation Center, which houses the office, is being expanded to better serve the MTSU community. The facility when completed (target date of Summer 2008) will be almost 170,000 sq. ft. The current 141,000-sq.-ft. facility houses six basketball/volleyball courts; six racquetball courts; a three-lane indoor track; a 4,000-sq.-ft. aerobic room; more than 8,000 sq. ft. of free weights; selectorized machines and cardiovascular machines; an indoor swimming pool, 33 meters x 25 yards, with water slide and diving board; equipment checkout; locker rooms; a rock-climbing wall; a 4-ft. deep outdoor swimming pool and sun deck with four sand volleyball courts adjacent; and a challenge course that also includes an Alpine climbing tower. The expansion adds 4,000 sq. ft. to the weight room, a second 2,800-sq.-ft. aerobic room, and a meeting/training room. A sports club complex on East Main Street opens Fall 2007. The complex houses a sports club facility, a natural running/walking track, and four sports fields. The Recreation Center is open seven days a week during the Fall and Spring semesters and the Summer term. The center closes during fall break, Thanksgiving and Christmas holidays, and spring break. The schedule may be adjusted during other University holidays and for certain special University events. More information on programs or the center may be obtained by contacting the Campus Recreation Office at (615) 898-2104 or by viewing the Web site at [www.mtsu.edu/~camprec](http://www.mtsu.edu/~camprec).

### Cheerleading

Coed Squad and All-Girls Squad Cheerleaders are selected each spring. All cheerleaders receive scholarships for the Fall and/or Spring semesters. Candidates must be full-time students and in good standing with the University. Cheerleaders must maintain a minimum semester and cumulative grade point average of 2.00. For more information about these services, please contact Keathley University Center 326S, call (615) 898-5812, or visit the Web site at [www.mtsu.edu/~mtcheer](http://www.mtsu.edu/~mtcheer).

### Community Service Opportunities

MTSU offers a variety of ways for students to volunteer on campus and in the Rutherford County community. Students may choose to join a community service-based student organization and participate in group or individual volunteer work as their schedules permit. Campus-wide volunteer opportunities include, but are not limited to, the American Heart Walk, Up 'Til Dawn, and Alternative Break programs, Habitat for Humanity, and Make a Difference Day. For more information, contact the director, Student Organizations and Community Service, KUC 326S, (615) 898-5812.

### Greek Affairs

Greek organizations at MTSU are self-governed by three separate bodies. The Interfraternity Council is composed of twelve member fraternities of the National Interfraternity Conference; the Panhellenic Council consists of seven member chapters of the National Panhellenic Conference sororities as well as one local sorority; the National Pan-Hellenic Council governs the affairs of eight historically African American fraternities and sororities.

The director of Greek Affairs counsels all three governing bodies and also coordinates programs that facilitate the development of leadership skills, social acumen, and superior scholarship within the Greek community. More information is available by contacting the Office of Greek Affairs, Keathley University Center 326S or (615) 898-5996 or by visiting the Web site at [www.mtsu.edu/~greeks](http://www.mtsu.edu/~greeks).

### Intercultural and Diversity Affairs

The Office of Intercultural and Diversity Affairs provides a welcoming and supportive environment for minority students. The office also serves as a link between ethnic minority students and the University community. The mission of the Office of Intercultural and Diversity Affairs is to provide support services for students; to assist in achievement of life goals; and to increase academic, social, cultural, moral, and physical development. In addition, the director of Intercultural and Diversity Affairs is an advocate for the needs of the ethnic minority student population. Services offered include registration assistance, financial aid, counseling, academic referral, tutoring, mentoring, and programming in multicultural awareness. More information may be obtained by calling (615) 898-2987 or writing to MTSU P.O. Box 88, Murfreesboro, TN 37132 or by visiting the Web site at [www.mtsu.edu/~stuaff/multicu](http://www.mtsu.edu/~stuaff/multicu).

### Judicial Affairs and Mediation Services

MTSU students are citizens of the state, local, and University communities and are expected to observe acceptable standards of conduct for each community. Conduct that adversely affects MTSU's pursuit of its educational objectives, that violates or shows a disregard for the rights of others in the community, or that endangers citizens of the community or their property is subject to disciplinary sanction. MTSU has developed a student judicial system that emphasizes personal accountability for misconduct but is also fair and consistent with students' rights to due process. In addition, MTSU offers mediation as an alternative form of conflict resolution to assist individuals in developing their own solutions to conflict situations. More detailed information with regard to student conduct may be found in the *Rights and Responsibilities of Students at MTSU* publication or by contacting the assistant dean for Judicial Affairs and Mediation Services, Keathley University Center, Room 326S, (615) 898-5812.

### Leadership and Service

Leadership Development at MTSU promotes a comprehensive array of both classroom and cocurricular opportunities designed to enhance personal growth, leadership skills, and community involvement. Guided by the philosophy that leadership is best developed in a relational and reflective environment, Leadership Development works to fully develop the leadership potential we believe is present in every student. Programs and services include leadership conferences, scholarship and awards opportunities, and the Lightning Leadership Learning Community. We also provide information about MTSU courses related to leadership issues and about the interdisciplinary minor in Leadership Studies. To learn more about Leadership Development at MTSU, visit the office located in Keathley University Center or visit the Leadership Development Web site at [www.mtsu.edu/~mtleader](http://www.mtsu.edu/~mtleader).

### Lost and Found

Items found on the MTSU campus should be delivered immediately to Keathley University Center Information Desk on the second floor. Efforts will be made to return these items to their owners. Contact the Lost and Found office at (615) 898-2782.

### Off-Campus Student Services

Off-Campus Student Services serves as an information and referral center for students, especially for those returning to formal studies or beginning college for the first time as adult learners. The center is an advocate for the needs of adult learners. Workshops designed to help the adult learner succeed in entering college are offered. Located in Keathley University Center, Room 320, the center helps make available the services of various other University offices to students on campus at hours other than regular business hours. Students may pick up a variety of forms so that their concerns may be forwarded to the appropriate offices. The center also provides a place to meet and share ideas with other adult learners. A student organization called OWLS (Older Wiser Learners) is coordinated through the center. Additional information is available by calling (615) 898-5989.

### Service Learning

The Service Learning Initiative at Middle Tennessee State University provides faculty and students with the training, resources, and support necessary to integrate academic instruction with community service experiences. Using the community as an extension of the classroom, service learning classes give students ways to apply newly acquired skills and knowledge to real-world problems and situations in the Murfreesboro community. Classroom time is a structured opportunity for students to think, talk, or write about what they did and saw during the actual service activity. Service learning helps students enhance their critical, reflective thinking as well as a sense of caring for the community. Service learning classes will vary each semester. For more information about Service Learning, contact the Leadership and Service office in the Keathley University Center, Room 326S, or call (615) 898-5812.



### Student Government Association

The Student Government Association (SGA) at Middle Tennessee State University represents the mechanism through which students are afforded the opportunity to participate in University governance by ensuring an exchange of ideas and opinions between the student body and the administration. The purposes of the SGA are to promote student welfare, provide training in the general principles of the democratic process, and prepare students to become responsible citizens. The SGA actively seeks to protect the rights of students and to improve the quality of student life. Students are encouraged to become involved in SGA activities and to contact the SGA Office in Keathley University Center, Room 208, with any concerns arising from their enrollment at MTSU.

### Student Health Services

Student Health Services, located in McFarland Health Services Building, accommodates students on an outpatient basis only. Students must be enrolled at the time they seek service to be eligible for care according to the following provisions:

1. Services include consultation for individual problems and treatment of minor illnesses and injuries, lab tests, FAA physicals, women's health clinic, and a dispensary. Health Services personnel include board certified physicians, certified mid-level practitioners, and registered nurses. Hours of operation during the Fall and Spring semesters

are Monday through Thursday 8:00 a.m.–4:30 p.m. and Friday 8:00 a.m.–4:00 p.m. During summer and semester breaks, hours are Monday through Friday 8:00 a.m.–4:00 p.m. Appointments are available by calling 898-2988.

2. All information resulting from care, treatment, and diagnosis involving Health Services personnel and students is confidential unless the best interests of the individual and/or the campus community are jeopardized.
3. The University will not be responsible for charges for any professional services other than those rendered by University Health Services personnel. If a student seeks the services of the University physician or any other physician in conjunction with the physician's private practice, the University shall have no financial responsibility and the student should expect to pay the usual fee for any services rendered.
4. At no time will medical treatment be given at University expense in private homes or to anyone while off the campus. Professional charges for these services must be borne by the student.
5. Local resources available nearby include the Rutherford County Health Department, Middle Tennessee Medical Center (including emergency room services), and walk-in medical clinics.

### Student Information

The Keathley University Center Information Desk maintains an information system on currently enrolled students. Persons seeking help locating a particular student should call Student Information at ext. 2782.

### Student Insurance

Students are urged to carry health insurance to cover illnesses and accidents that may occur while they are enrolled because coverage is not provided by the University. Information about the Student Accident and Sickness Insurance Plan, available at low cost, can be obtained at registration or at Health Services. International students should contact the International Programs and Services Office for information about health insurance.

### Student Newspaper

The student newspaper, *Sidelines*, is distributed free on campus two times weekly during the Fall and Spring semesters and once each week during the Summer term. *Sidelines* is completely produced by students and enjoys comprehensive editorial freedom for its contents. All students are encouraged to become involved in the production of *Sidelines*. For more information, contact the *Sidelines* office in Mass Communication 269 or call (615) 898-2337.

### Student Organizations

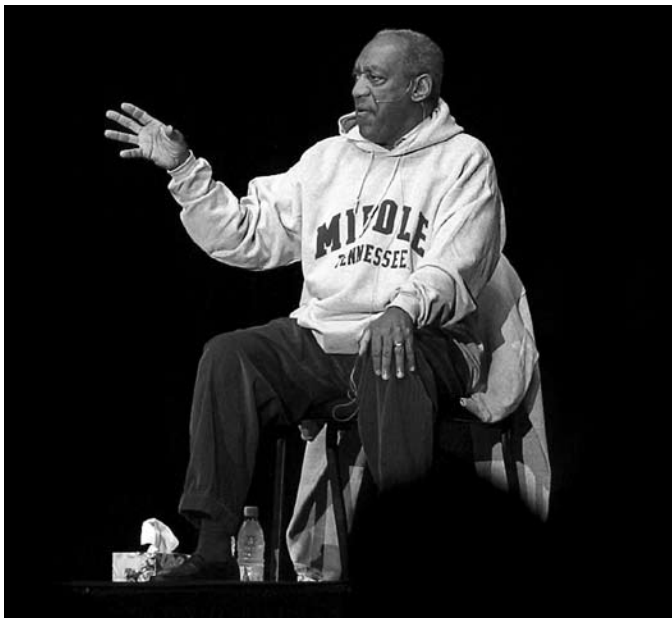
MTSU students with common interests are encouraged to join together and realize the social and professional benefits to be gained by the exchange of ideas and development of interpersonal relations through participation in student organizations. Registered student organizations have access to University facilities and may apply for funding from the Student Activity Fee Committee. The director of Student Organizations and Community Service, Keathley University Center, Room 326S,

is available to answer questions and facilitate formation and registration of new organizations. The Office of Student Organizations and Community Service can provide a complete listing of registered student organizations. For more information about these services, please contact (615) 898-5812.

## Student Unions and Programming

### Student Unions

Keathley University Center (KUC) is located in the center of the MTSU campus and houses a wide variety of offices, facilities, and meeting rooms. Offices on the first floor of the building include Disabled Student Services, International Programs and Services, and Intercultural and Diversity Affairs. Second floor offices include Student Unions, ARAMARK Food Services, Student Affairs and Enrollment and Academic Services, and the Student Government Association. On the third floor are the Academic Support Center, Career and Employment Center, Cheerleading, Cooperative Education, Counseling Services, Greek Affairs, Housing and Residential Life, Judicial Affairs, New Student and Family Programs, Leadership and Service, Off-Campus Student Services, Student Life, Student Organizations, and Student Programming.



Other facilities in KUC include the KUC Theater, Phillips Bookstore, MTSU Post Office, the Grill, and Dwight's Mini Mart. Lounges are located on the second and third floors. The information desk is located in the lobby on the second floor. For more information, call (615) 898-2590.

The James Union Building (JUB) is home to the Scheduling Center, James Union Dining Hall, the Faculty Senate Office, the June Anderson Women's Center, the Philosophy Department, Women's Studies, classrooms, and academic offices.

### JUB Facilities Available for Scheduling

The renovated Tennessee Ballroom and lobby make the perfect setting for almost any indoor event. Conferences, trade shows, meetings, dinners, and other special events are often

scheduled here. JUB rooms available for scheduling include Tennessee Ballroom, JUB Lobby, Dining Room C, Faculty Dining Room, and Hazlewood Dining Room. For information, call (615) 898-2797.

### Student Programming

Student Programming provides the administrative framework for extracurricular activities promoted by Special Events. The primary purpose of Special Events is to plan and present activities that serve the cultural, educational, and social interests of the student body and, when possible, the general community. Special Events also gives those students who are directly involved in its programs the opportunity to exemplify creative thinking, practice good public relations, develop leadership skills, and gain valuable hands-on experiences.

Special Events functions are run entirely by students through five special interest programming groups. Freshmen and new students are eligible and encouraged to join any one of the groups. Membership continues from year to year as long as the student is at MTSU. The Special Events groups are

1. **Ideas and Issues**, which brings to campus well-known, thought-provoking speakers;
2. **Fine Arts**, which sponsors outstanding performers in the fields of dance, drama, and music;
3. **Films**, which is responsible for selecting, booking, and showing full-length movies;
4. **Concerts**, which brings to MTSU some of the best-known professional entertainers in concert and up-and-coming artists in showcase and noon show series;
5. **Production**, which is responsible for all Special Events technical needs including sound, lights, and staging.

Students who are interested in joining Special Events should come by the Office of Student Programming located in Keathley University Center, Room 308, and complete an application. Additional information may be obtained by coming to the office or by calling (615) 898-2551.

### Women's Center

The June Anderson Women's Center (JAWC) has been serving individuals at MTSU since 1977. The office is located on the main floor of the James Union Building, Room 206, and provides a safe space for students to meet together, discuss issues, and organize projects. The JAWC offers information and referral services that connect individuals with needed campus and community resources including a free legal clinic available to all MTSU members each month during the academic year and a yearly *Fellowships, Grants, and Scholarships for Women* booklet. Staff members and volunteers organize a number of campus programs on gender, diversity, and empowerment issues, such as a monthly career/professional development brown bag series and annual events that raise awareness of sexual assault, domestic violence, body image, and women's contributions to society. Students are invited to attend JAWC activities, and the office has a student volunteer program available to those interested in getting more involved. Additional information about the Women's Center's activities or services is available by calling (615) 898-2193 or by visiting [www.mtsu.edu/~jawc](http://www.mtsu.edu/~jawc).

## Academic Support Services

The Academic Support Services unit creates academically engaging communities, fosters a campus-wide commitment to learning, and is primarily responsible for those programs and services that unite the academic program with the student's daily experience. Academic Support Services programs welcome students into the University community and involve them as active participants in the learning community. Academic Support Services comprises the following areas:

### Academic Support Center (Academic Advising)

Students with declared majors are assigned a faculty advisor by their academic department and may also seek academic advising from each of the professional advisors within the five academic colleges. Undeclared majors and students required to take prescribed K-course sections receive academic advising services through the Academic Support Center (ASC). Each student working with the ASC has a personal advisor assigned based on last name. Career exploration and advising services are available in the ASC for students still trying to select a major as well as those considering changing their majors. The ASC coordinates learning communities, the community reading program, and other academic initiatives. The ASC is located in Keathley University Center, Room 324. To contact your ASC advisor or for more information, call (615) 898-2339 or visit the ASC Web site at [www.mtsu.edu/~advising](http://www.mtsu.edu/~advising).

### Career and Employment Center

The University provides a centralized placement service for students and alumni through the Career and Employment Center located in Keathley University Center, Room 328. Satellite locations serve the students within their individual academic colleges. Each year employers from business, industry, government, and education conduct on-campus interviews with students in the Career and Employment Center. Other placement services include the development of reference files for credentials, career job listings, part-time and summer employment opportunities, and the career library. For additional information, call (615) 898-2500 or visit the Career and Employment Center Web site at [www.mtsu.edu/~career](http://www.mtsu.edu/~career).

### Child Care Lab

The MTSU Child Care Lab, located in the Womack Lane Building on Homecoming Circle, provides quality care for children ages 3–5 whose parents are MTSU students. In the Fall and Spring semesters, first priority is given to families who need Monday/Wednesday/Friday care OR Tuesday/Thursday care; second priority is given to families who need full-time care (Monday–Friday). In the Summer term only, first priority is given to students who need full-time child care. In addition to educational programming, a hot lunch and two snacks are provided daily. The MTSU Child Care Lab serves as a lab/observation experience for students enrolled in various MTSU courses. Hours of operation are Monday–Friday, 7:00 a.m.–5:00 p.m., whenever classes are in session (including

finals). For more information, call (615) 898-2970 or visit the Web site at [www.mtsu.edu/~stuaff/childcare](http://www.mtsu.edu/~stuaff/childcare).

### Cooperative Education

Cooperative Education is a planned learning process, integrating classroom studies with supervised work assignments at job sites in Murfreesboro and other areas throughout Tennessee and elsewhere. This program allows students to explore and clarify academic and career goals, gain work experience related to academic majors, make educational experiences more rewarding, establish a post-graduation job/career contact, acquire skills/experiences related to career goals, and procure financial assistance. The office is in Keathley University Center, Room 326O. Visit the Web site at [www.mtsu.edu/~cooped](http://www.mtsu.edu/~cooped).

### Counseling Services

Counseling Services invites students to make appointments and talk about virtually any personal concern or question they might have. Serving as the student counseling center for MTSU, Counseling Services offers personal counseling and crisis intervention and referral services, assisting students in their emotional, intellectual, and social growth. Counseling Services also coordinates the University's testing program, offering such standardized tests as the CLEP, ACT residual, the PRAXIS series, and others. The Counseling Services office is located in Keathley University Center, Room 329. To learn more, visit them at [www.mtsu.edu/~countest](http://www.mtsu.edu/~countest).

### Disabled Student Services

Disabled Student Services offers a wide variety of services to students with disabilities, including managing necessary classroom accommodations. The office acts as an advocate for disabled students at the University, surveying the needs of these students and developing programs to meet those needs. Information and assistance can be obtained by calling (615) 898-2783, visiting the office located in Keathley University Center, Room 120, or by visiting the Disabled Student Services Web site at [www.mtsu.edu/~dssemail](http://www.mtsu.edu/~dssemail). MTSU's ADA/504 coordinator is Watson Harris, 119 Cope Administration Building, (615) 898-5366.

### Housing and Residential Life

MTSU has living spaces for more than 3,200 students. Students living on campus are part of a vital living/learning community which emphasizes academic excellence; interaction with students, faculty, and staff; and active involvement in the campus community. Each residence hall and apartment complex is staffed with trained student resident assistants who are supervised by professional area coordinators. Many amenities are made available to residents including cable television, computer labs (in selected buildings), Internet connections in each room, and 24-hour desk services (also in selected buildings). Apartments that can accommodate students with families are also located on campus. Students are encouraged to make application for housing as early as possible. More detailed information with regard to fees, regulations, and types of housing can be found on pages 48–51. The main office for Housing and Residential Life is located in Keathley University

Center, Room 300. Students wishing to report maintenance or custodial concerns should contact (615) 898-4116 or fill out a request for service online at the Housing and Residential Life Web site at [www.mtsu.edu/~housing](http://www.mtsu.edu/~housing).

**Special Interest Housing.** Housing and Residential Life offers several communities designed to help students make the most of their on-campus experiences. More detailed information about the Honors Living and Learning Center, First-Year Experience Residence Hall, Give Me a Beat (Recording Industry), Aerospace Learning Communities, Women in Science and Engineering (WISE), and Diverse World, Diverse Arts can be found under the Housing and Residential Life section.

### **New Student and Family Programs**

The Office of New Student and Family Programs provides MTSU students and their families with a variety of services relating to their transition to MTSU. CUSTOMS, the new student orientation program, helps prepare freshmen and transfer students and their family members for a successful transition to the MTSU campus. Welcome Week activities are planned through this office to provide an entertaining and exciting way to welcome all students and start the school year in August. The MTSU Parents Association is a volunteer organization that provides opportunities for parents to become involved in their students' education. The Parents Association is also a vehicle for parents to ask questions and make suggestions, and it is a support system that eases the transition that accompanies sending students off to college. MTSU Family Weekend is also coordinated through this office. New Student and Family Programs also coordinates the Distinguished Lecture Fund, which promotes appearances by nationally and internationally known speakers who focus on the timely discussion of regional, national, and global issues in a variety of fields. Contact the Office of New Student and Family Programs by visiting the staff in Keathley University Center, Room 326, by calling (615) 898-2454, or by visiting the Web site at [www.mtsu.edu/~nsfp](http://www.mtsu.edu/~nsfp).

### **Orientation (MTSU CUSTOMS)**

CUSTOMS is the MTSU orientation program that helps new undergraduate students make the transition into the University; prepares new students for MTSU's educational opportunities; and initiates the integration of new students into the intellectual, cultural, and social climate of the institution. During CUSTOMS, new students will meet faculty, staff, and other new students; register for courses; and learn about important programs, services, and requirements of the University. CUSTOMS orientations are offered on several different dates during the summer for those students attending the Fall term and in December for those students who will begin their MTSU careers in the Spring term. Registration is required and fees apply. All students who are tentatively accepted to MTSU receive CUSTOMS registration materials and informational brochures. Advisement is required of all new students prior to registration for classes and is one of the main focuses during CUSTOMS. Questions concerning CUSTOMS orientation should be directed to the office of New Student and Family Programs, Keathley University Center, Room 326,

(615) 898-2454. You may also visit the CUSTOMS Web site at [www.mtsu.edu/~customs/](http://www.mtsu.edu/~customs/).

### **Raider Learning Communities**

The Raider Learning Community Program (RLC) helps to create a small-college atmosphere within the large university environment of MTSU. Emphasizing the close relationships between students and faculty that make small, private colleges special, Raider Learning Community students are able to take advantage of ongoing connections within a smaller learning community while also being able to access all the resources and programs of the large public university. RLC members belong to small groups of 25 students each who enroll as a group in at least two courses in the fall semester and one in the Spring semester. Course blocks usually include University 1010 and one other General Education course. On-campus RLC students are assigned to shared living space within the First-Year Experience Programs in Cummings and Corlew Halls. RLC participants who live off campus or at home are encouraged to make Cummings and Corlew Halls their "home base" on campus and to enjoy the facilities and services provided in these halls. Many students find the RLCs give them a built-in group of friends and academic colleagues, enhancing the first-year experience. For more information about both on-campus and off-campus participation in the Raider Learning Communities, please contact the Housing and Residential Life Office at (615) 898-2971 or the Academic Support Center at (615) 898-2339.

### **Student-Athlete Enhancement Center**

The Student-Athlete Enhancement Center provides academic advising, tutoring, computer labs, and study halls for MTSU athletes. The center is located near Gate One of the Floyd Football Stadium. Call (615) 898-5610 for more information.

### **Student Support Services**

A federally funded TRIO program, Student Support Services (SSS) provides academic counseling, tutoring, academic workshops, and cultural events to full-time undergraduate students who have a verified academic need and meet at least one of the following criteria: first-generation college student (neither parent has earned baccalaureate degree), income-eligible per federal guidelines, or have a documented disability. Grant scholarships are available to full-time freshman or sophomore students who also receive the Pell grant. Student Support Services works with students to increase their academic success in persisting to graduation and helps participants to achieve their educational goals. For additional program information, contact Student Support Services in the Midgett Building, Room 101, by phone at (615) 898-5443, or on the Web at [www.mtsu.edu/~ssupport](http://www.mtsu.edu/~ssupport).

## Enrollment Services

The Enrollment Services unit provides the administrative framework for prospective students from the time of preadmission through graduation. The Enrollment Services area collaborates with the faculty and other administrative units to produce the best academic experience possible for each student. The Office of the Associate Vice Provost for Enrollment Services is located in Cope 207 or may be contacted by phone at (616) 898-2808. Following are the departments represented within Enrollment Services.

### Undergraduate Admissions

The Undergraduate Admissions office provides information to prospective freshmen and transfer students on admission to the University, required test scores, and other required credentials. Admissions counselors work extensively with high school guidance counselors as well as counselors from two-year institutions to provide a smooth transition to MTSU.

### Financial Aid

Financial Aid information is detailed earlier in this catalog. Please refer to pages 42–47.

### International Programs and Services

The International Programs and Services office serves as the admissions office for undergraduate international students. Immigration advisement and issuance of INS documentation is provided for undergraduate and graduate students in addition to information about housing, academic matters, community

affairs, and programming. Acceptance into specific graduate programs is determined by the Office of Graduate Studies. Please refer to page 32 for additional information.

### Records Office

The Records Office is responsible for maintenance of student records, provision of transcripts and grade reports, certification of student enrollment, and certification of graduation requirements for all undergraduate degree candidates. The Records Office also certifies for benefits and monitors enrollment of U.S. military veterans.

### Scheduling Center

The Scheduling Center builds and maintains the schedule of classes for each term and makes classroom assignments. The final exam schedule is developed in conjunction with the schedule of classes. Personnel are also available in the Scheduling Center to assist students with registration for classes.

### Withdrawal Office

The Withdrawal Office provides assistance to those withdrawing from the University for the term. Students finding it necessary to withdraw (completely separate) from the University after having selected classes for a future term should contact the coordinator of withdrawals if unable to complete the withdrawal process via WebMT at [www.mtsu.edu](http://www.mtsu.edu) or if withdrawal becomes necessary after announced deadlines. All complete withdrawals for the summer term must be accomplished by contacting the Withdrawal Office. Please refer to page 59 for additional information.

