TIPS FOR ADVISEES

- Academic advisement is important!
  - See “The Advising Process” form for detailed info on the advising process, as well as an explanation of Permission of Department” forms and how they work.
  
  - Stay in touch. Meet with your advisor EVERY semester! This includes graduating seniors. However, DO NOT SKIP CLASS to meet with your advisor!

  - Do you have an advising folder? Bring it with you to all of your advising appointments with a current degree audit from Pipeline.

  - Know your own course of study: Are you on the regular course of study (yellow), accelerated track, (pink) or extended track (green)?

  - Have you changed/declared a major? Minor? To do so, go to Pipeline, then Raidernet, and then click on the “Student” tab. Click on “Registration.” Then click on “Change of Major/Program.” Fill out the form that pops up. In the drop down list for major/concentration, go to Speech and Theatre Communication Disorders BS. Once the form is completed, hit “Send Info” button at the bottom of the page.

  - As soon as you decide on a minor, have your minor advisor sign the upper division form.

  - Turn in your upper division form and intent to graduate form three semesters before graduation. The list of deadlines for each semester can be found on the web at www.mtsu.edu/records/scalendars.php. The intent to graduate form can be found at www.mtsu.edu/records/docs/intentform.pdf.

- Know your requirements to make progress in the major:
  - The GPA requirement for clinical methods is 2.8 (see catalog statement).

  - If your GPA falls below 2.8, you cannot continue on the accelerated track.

- BE INVOLVED!!!
  - Join NSSLHA! Consider joining TAASLP. “Like” us on Facebook – “MTSU Communication Disorders/NSSLHA.”

  - Check the bulletin boards and your e-mail frequently for important information.

- Plan for the future:
  - Set your goals high. Grad schools are looking for students with a GPA of 3.5 or better and a competitive GRE score.

  - Contact the Career and Employment Center (898-2500) for assistance with resumés, cover letters, grad school applications, and job-seeking issues.
○ Take several practice GRE tests. Take the GRE the Summer/Fall of your senior year (you can only take it once a month).

○ Contact graduate schools for information and to arrange visits in the Summer/Fall of your senior year.

○ Request recommendation letters for grad schools by November 1st. Do not forget to write thank you notes to the instructors writing your rec. letters.

❑ Begin NOW developing your professional attitude/demeanor/conduct!
  ○ Plan ahead: Arrive on time to class and all appointments.
  ○ Turn in all work by the assigned deadlines.
  ○ Accept constructive feedback gracefully. Provide constructive feedback to faculty and students in a respectful manner.
  ○ Please do not enter a classroom while a student is presenting. Wait for a break, or until that student is finished.
  ○ Respectfully attend to the classroom activity that is underway in all your classes; refrain from reading or studying other subjects during faculty and student presentations.
  ○ Please respect your professors and fellow students; save “visiting” for after class.
  ○ Do not pack up your books until the instructor signals the class is over.
  ○ Guidelines for cell phones:
    ▪ Cell phones should be put away and sounds turned off during class time. Text messaging during class is unacceptable.
    ▪ Under no circumstances should students use their cell phones during clinic.
  ○ Adopt a professional style for emails. Include your full name and M#. When inquiring about a course include the course name and CRN so that your faculty knows exactly to which course you are referring.
  ○ When leaving a phone message please enunciate your name and number clearly, and repeat both at the end of your message. Don’t mumble please.
  ○ Introduce yourself to faculty when meeting with them before or after class at the beginning of the semester, before they’ve had a chance to become familiar with everyone.