

MIDDLE TENNESSEE STATE UNIVERSITY

# REGISTRATION GUIDE

Summer/Fall 2024



**Priority Registration for Summer/Fall 2024  
is April 1-12, 2024**

**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 may 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/engage in 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).

## 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. You may add minors not required for your degree but courses towards these minors will not count towards aid eligibility unless the course meets a degree requirement such as a required general elective. Dropping or not attending can also affect your eligibility for current and/or future aid. For more information, visit our FAQ website at [mtsu.edu/cpos](https://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.

## 2024–2025 FAFSA AVAILABLE

The 2024–25 FAFSA can be completed online at [fafsa.gov](https://fafsa.gov). It will be used to determine financial aid eligibility for fall 2024 through summer 2025 for various federal, state, and institutional programs. The 2024–25 FAFSA income information is based on prior-prior year (2022) rather than prior year (2023), which eliminates the need to estimate tax information. MTSU's 2024–25 FAFSA filing priority date is April 1, 2024, to be considered for maximum financial aid assistance.

## ACADEMIC APPEALS

Undergraduate students on academic suspension who wish to return to MTSU in Summer 2024 must complete the online academic appeal process no later than 4 p.m. on Monday, May 13, 2024. The Academic Appeals Committee meets on Wednesday, May 15, 2024. At the May 2024 Academic Appeals Committee meeting, students may appeal to return for the Summer or Fall 2024 term. Students waiting to appeal in August 2024 to return in Fall 2024 must complete the online process by 4 p.m. on Monday, August 19, 2024. The Academic Appeals Committee will meet on Wednesday, August 21, 2024. For additional information, including the academic appeal process, visit [mtsu.edu/academicstanding](https://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.

## FIND CLASSES WITH FREE TO LOW-COST TEXTBOOKS

MTSU students can identify classes with free or low-cost textbooks by searching in PipelineMT for sections marked with the OER 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/textbooks.php](https://mtsu.edu/oer/textbooks.php) for step-by-step instructions.

# SUMMER 2024 DATES AT A GLANCE

## Fee-Related Deadlines

April 16 Bills available on PipelineMT. Fee payment and confirmation begin.

Course Selection	Pay Fees/Confirm
April 1–May 15*	May 5, by mail
	May 15, 4:30 p.m., Business Office/PipelineMT
May 16–May 24*	May 24, 4:30 p.m., Business Office/PipelineMT
May 25–May 30*	May 30, 4:30 p.m., Business Office/PipelineMT
May 31–June 11*	June 11, 4:30 p.m., Business Office/PipelineMT
June 12–July 5*	July 5, 4:30 p.m., Business Office/PipelineMT
July 6–July 10*	July 10, 4:30 p.m., Business Office/PipelineMT
July 11–July 23*	July 23, 4:30 p.m., Business Office/PipelineMT

**\*NOTE:** Class schedules will be deleted unless fees are paid or you confirm registration 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 registration 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, 2024.

April 22 TBR/LGI, UT, and state employee fee waiver participants register. Turn in form at the MT One Stop (SSAC) by 4:30 p.m. May 15.

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 13 Deadline to sign up for direct deposit for refunds to be available May 20. Accounts set up after this date will receive refunds after the first week of class.

May 16 12:01 a.m.: PipelineMT available for Drop/Add after purge.

## 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 repayment of Perkins and institutional loans, visit the MT One Stop website: [mtsu.edu/tuition](https://mtsu.edu/tuition).

Based on the timing of grade calculations for Spring 2024, students may not be able to confirm registration until May 10 if either of the following applies:

- You are enrolled for Spring 2024 and have a financial aid academic progress status of warning or probation during Spring 2024.
- You are enrolled for Spring 2024 and you have been awarded the lottery scholarship for Spring 2024.



## Summer 2024 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 May 20–Aug. 9	May 23	May 29	July 8	May 19	May 30	June 9	18
S3A – 3-Week A Term May 20–June 7	May 20	May 21	May 31	May 19	May 21	May 24	4
S3B – 3-Week B Term June 10–June 28	June 10	June 11	June 21	June 9	June 11	June 14	4
S3C – 3-Week C Term July 1–July 19	July 1	July 2	July 12	#June 30	July 2	July 5	4
S3D – 3-Week D Term July 22–Aug. 9	July 22	July 23	Aug 2	July 21	July 23	July 26	4
S5A – 5-Week A Term May 28–June 28	May 29	May 31	June 16	May 27	May 31	June 4	8
S5B – 5-Week B Term July 8–Aug. 9	July 9	July 11	July 27	July 7	July 11	July 15	8
S6A – 6-Week A Term May 20–June 28	May 22	May 24	June 13	May 19	May 24	May 29	8
S6B – 6-Week B Term July 1–Aug. 9	July 3	July 5	July 25	#June 30	July 5	July 10	8

\*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.

#PipelineMT will be unavailable the evening of June 30 starting at 4:30 pm for end of the fiscal year processing.

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](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.

**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 term once the semester begins.**





# SUMMER 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](https://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](https://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](https://mtsu.edu/financial-aid/scholarships/tels.php). For additional information, visit the TSAC website at [collegefortn.org/tennessee-hope-scholarship/](https://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 federal/state aid as well as MTSU guaranteed scholarships is based upon your enrollment in courses applying toward your declared program of study (CPoS). For additional information, visit the CPoS website at [mtsu.edu/cpos](https://mtsu.edu/cpos).

## Financial Aid Adjustment Deadlines

**July 5** Financial aid may be adjusted due to adding or dropping classes as of July 5, 2024 (includes all parts of term for the summer). Be cautious in changing your major through July 5 as previously registered courses may no longer meet a degree requirement for the new major and your aid may be reduced.

- If you drop a class before or on July 5, you may owe a balance to MTSU.
- Adding summer courses after July 5 WILL NOT increase financial aid eligibility.

Because MTSU must balance Tennessee Education Lottery Scholarship Funds (e.g., Hope, Merit, and Aspire) in early July, you should register for all summer courses by June 14. If you are transferring to MTSU this summer and believe that you should qualify for a Lottery Scholarship, you must submit a Summer Lottery Transfer Notification Form by June 14. If you register or submit the Summer Lottery Transfer Notification Form after June 14, there is no guarantee that you will receive a Lottery Scholarship for the Summer term.

Financial Aid will be adjusted based on attendance/academic engagement 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 academic engagement (source documentation required) or the midpoint of the semester if no source documentation is available.

**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 2024. Due to varying deadlines related to closing out federal and state aid programs for the 2023-24 academic year, there is no guarantee that aid can be reinstated if your attendance is later corrected. If you believe that an attendance error has been reported, you should promptly work with your instructor and email [mtonestop@mtsu.edu](mailto:mtonestop@mtsu.edu) regarding the update.

## Important Financial Aid Deadline Dates for Summer 2024

June 30	Deadline to complete 2023–24 Free Application for Federal Student Aid (FAFSA) to apply for 2024 summer aid. (The federal processor must have received your application by this date.)
Aug. 2	Deadline to apply for federal student Stafford or Parent PLUS Loans for 2024 summer term.

# SUMMER 2024 IMPORTANT DATES

## **Full Term** (Part of Term 1) 12 Weeks

### **May 20 – Aug. 9**

May 27	Memorial Day, University closed
June 19	Juneteenth, University closed
July 4	Independence Day, University closed
Aug. 7-9	Final exams on last day of scheduled class
Aug. 11	Grading deadline, 11:59 p.m.

## **3 Week A Term** (S3A) 3 Weeks

### **May 20 – June 7**

May 27	Memorial Day, University closed
June 7	Final exams on last day of scheduled class
June 9	Grading deadline, 11:59 p.m.

## **3 Week B Term** (S3B) 3 Weeks

### **June 10 – June 28**

June 19	Juneteenth, University closed
June 28	Final exams on last day of scheduled class
June 30	Grading deadline, 11:59 p.m.

## **3 Week C Term** (S3C) 3 Weeks

### **July 1 – July 19**

July 4	Independence Day, University closed
July 19	Final exams on last day of scheduled class
July 21	Grading deadline, 11:59 p.m.

## **3 Week D Term** (S3D) 3 Weeks

### **July 22 – Aug. 9**

Aug. 9	Final exams on last day of scheduled class
Aug. 11	Grading deadline, 11:59 p.m.

See important dates and deadlines  
at [mtsu.edu/dates.php](https://mtsu.edu/dates.php).

## **5 Week A Term** (S5A) 5 Weeks

### **May 28 – June 28**

June 19	Juneteenth, University closed
June 27-28	Final exams on last day of scheduled class
June 30	Grading deadline, 11:59 p.m.

## **5 Week B Term** (S5B) 5 Weeks

### **July 8 – Aug. 9**

Aug. 8-9	Final exams on last day of scheduled class
Aug. 11	Grading deadline, 11:59 p.m.

## **6 Week A Term** (S6A) 6 Weeks

### **May 20 – June 28**

May 27	Memorial Day, University closed
June 19	Juneteenth, University closed
June 27-28	Final exams on last day of scheduled class
June 30	Grading deadline, 11:59 p.m.

## **6 Week B Term** (S6B) 6 Weeks

### **July 1 – Aug. 9**

July 4	Independence Day, University closed
Aug. 8-9	Final exams on last day of scheduled class
Aug. 11	Grading deadline, 11:59 p.m.





# SUMMER 2024 CALENDAR

<b>April 1-12</b>	Summer 2024 Priority Registration	<b>May 29</b>	Last day for undergraduate students to file intent to graduate forms for <b>Spring 2025</b> graduation
<b>April 12</b>	Last day for undergraduate students to file Intent to Graduate forms for <b>Fall 2024</b> graduation	<b>June 3</b>	Last day for graduate students to file intent to graduate forms for <b>Summer 2024</b> graduation
<b>April 22</b>	New summer freshmen (after advising), new summer transfer (after advising), transient, and undergraduate special students eligible to register	<b>June 19</b>	Juneteenth, University closed
<b>May 1</b>	Parking permits begin being issued at the Parking and Transportation Services Office, 205 City View Drive. Any person not currently holding a valid permit may register a vehicle after fees are paid.	<b>July 4</b>	Independence Day, University closed
<b>May 13</b>	Undergraduate academic appeal process for Summer or <b>Fall 2024</b> due by 4 p.m.	<b>July 5</b>	Last day for filing theses and dissertations for <b>Summer 2024</b> graduation
<b>May 15</b>	Undergraduate Academic Appeals Committee meets at 9 a.m.	<b>July 19</b>	<b>Summer 2024</b> Thesis/Dissertation deadline for College of Graduate Studies
<b>May 16</b>	Undergraduate Academic Appeals decisions available on PipelineMT by 9 a.m.	<b>Aug. 8</b>	Last day to withdraw from the University (all classes) and receive a W or F as determined by the instructor
<b>May 27</b>	Memorial Day, University closed	<b>Aug. 10</b>	Official August graduation date. <b>Summer 2024</b> Commencement for all graduate and undergraduate students. See <a href="https://mtsu.edu/graduation">mtsu.edu/graduation</a> for details.
		<b>Aug. 11</b>	Deadline for final grades, 11:59 p.m.



# FALL 2024 DATES AT A GLANCE

## Fee-Related Deadlines

July 12 Bills available on PipelineMT. Fee payment and confirmation begin.

Course Selection	Pay Fees/Confirm
April 1–Aug. 12*	Aug. 1, by mail
	Aug. 12, 4:30 p.m., Business Office
	Aug. 12, 6:00 p.m., PipelineMT
Aug. 13–Aug.19**	Aug. 19, 4:30 p.m., Business Office
	Aug. 19, 6:00 p.m., PipelineMT
	Do not mail payment!
Aug. 20–Sept 1**	Sep. 3, 4:30 p.m., Business Office
	Sep. 3, 6:00 p.m., Business Office
	Do not mail payment!
Sept. 3**	Students must prepay in Business Office before being allowed to register late beginning this date.
Sept. 4–Oct. 17** A2 term only	Students registering for only Accelerated 2 courses must pay by Oct. 18, 4:30 p.m.

**\*NOTE:** Class schedules will be held for deletion unless fees are paid or you confirm registration by the fee payment deadlines above.

**\*\*NOTE:** Class schedules will be deleted unless fees are paid or you confirm registration by the fee payment deadlines above.

**A \$100 late registration fee will be charged to anyone who registers or reregisters on or after Aug. 26.**

July 1–Aug.26 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, 2024.

July 29 TBR/LGI, UT, and state employee fee waiver participants register. Turn in form at MT One Stop (SSAC) by 4:30 p.m. on Aug. 19.

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 to register.

Aug. 16 Deadline to sign up for direct deposit for refunds to be available Aug. 26–Aug.29. Accounts set up after this date will receive refunds after the first week of class.

Aug. 20 12:01 a.m.: PipelineMT available for Drop/Add after purge.

Sept. 30 Second installment payment due

Oct. 31 Third installment payment due

Nov. 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 repayment of Perkins and institutional loan payment, visit the MT One Stop website: [mtsu.edu/tuition](https://mtsu.edu/tuition).





## Fall 2024 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 Aug. 26–Dec. 12	Sept. 1	Sept. 8	Oct. 30	Aug. 25	Sept. 8	Sept. 21	18
A1 - Accelerated 1 Aug. 26–Oct. 11	Aug. 27	Sept. 1	Sept. 23	Aug. 25	Aug. 31	Sept. 6	9
A2-Accelerated 2 Oct. 16–Dec. 12	Oct. 17	Oct. 22	Nov. 19	Oct. 15	Oct. 22	Oct. 30	9

\*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 fall 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.

**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) once the semester begins.**



# FALL 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](https://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](https://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](https://mtsu.edu/financial-aid/scholarships/tels.php). For additional information, visit the TSAC website at [collegefortn.org/tennessee-financial-aid](https://collegefortn.org/tennessee-financial-aid).

**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.

Be cautious in changing your major after aid is disbursed but prior to the census date as previously registered courses may no longer meet a degree requirement for the new major and 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 courses applying toward your program of study (CPoS). Initial financial aid awards are based on the assumption that students will enroll full time for undergraduate students and half time for graduate students in the fall and spring semesters, and the awards are then adjusted based on registration in program applicable courses. For additional information, visit the CPoS website at [mtsu.edu/cpos](https://mtsu.edu/cpos).

## Financial Aid Adjustment Deadlines

Part of Term	*Financial aid may be adjusted due to 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 Aug. 26–Dec. 12	Sept. 8**	Aug. 26–Oct. 26	Oct. 27–Dec. 12
A1–Accelerated 1 Term Aug. 26–Oct. 11	Sept. 8**	Depends on enrollment. Contact MT One Stop (SSAC).	Depends on enrollment. Contact MT One Stop (SSAC).
A2–Accelerated 2 Term Oct. 16–Dec. 12	Sept. 8**	Depends on enrollment. Contact MT One Stop (SSAC).	Depends on enrollment. Contact MT One Stop (SSAC).

\*Financial aid will be adjusted based on attendance/academic engagement 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 academic engagement (source documentation required) or the midpoint of the semester if no source documentation is available.

\*\*NOTE: Lottery scholarship recipients cannot change enrollment status after this date and retain the scholarship. Federal aid, state aid, and most MTSU guaranteed scholarships may be adjusted for the fall semester based on the number of eligible hours enrolled as of Sept. 8. This includes all parts of the term, i.e., 1-Full Term, A1-Accelerated 1, and A2-Accelerated 2. Adding courses after Sept. 8 WILL NOT increase financial aid eligibility. However, if you drop a class before the start date and/or your instructor reports an attendance issue, your financial aid may be reduced or canceled. This may result in your owing a balance to MTSU.

## Important Financial Aid Deadline Dates for Fall 2024

Dec. 5	Deadline to apply for federal student Stafford and Parent PLUS Loans
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# FALL 2024 CALENDAR

## April 2024

- April 1-12** Fall 2024 Priority Registration
- April 12** Last day for undergraduate students to file intent to graduate forms for **Fall 2024** graduation
- April 19** New transfer orientation (CUSTOMS)
- April 22** Transient and undergraduate special students eligible to register

## May 2024

- May 10** New transfer orientation (CUSTOMS)
- May 14** New freshman orientation (CUSTOMS)
- May 16** New freshman orientation (CUSTOMS)
- May 21** New freshman orientation (CUSTOMS)
- May 23** New transfer orientation (CUSTOMS)
- May 27** Memorial Day, University closed
- May 29** New freshman orientation (CUSTOMS)

## June 2024

- June 1** Last day for undergraduate students to file intent to graduate forms for **Spring 2025** graduation
- June 4** New freshman orientation (CUSTOMS)
- June 6** New freshman orientation (CUSTOMS)
- June 10** New transfer orientation (CUSTOMS)
- June 13** New freshman orientation (CUSTOMS)
- June 18** New freshman orientation (CUSTOMS)
- June 19** Juneteenth, University closed
- June 22** New freshman orientation (CUSTOMS)
- June 25** New freshman orientation (CUSTOMS)
- June 27** New transfer orientation (CUSTOMS)

## July 2024

- July 4** Independence Day, University closed
- July 9** New freshman orientation (CUSTOMS)
- July 11** New freshman orientation (CUSTOMS)
- July 15** New transfer orientation (CUSTOMS)
- July 23** New freshman orientation (CUSTOMS)
- July 25** New transfer orientation (CUSTOMS)
- July 30** New freshman orientation (CUSTOMS)
- July 31** New freshmen who did not attend CUSTOMS eligible to register (after advising)

## August 2024

- Aug. 6** New transfer orientation (CUSTOMS)
- Aug. 7** New transfer students who did not attend CUSTOMS eligible to register (after advising)
- Aug. 12** Parking permits may be obtained after fees paid.
- Aug. 19** Undergraduate academic appeal process due by 4 p.m.
- Aug. 21** Undergraduate Academic Appeals Committee meets at 9 a.m.
- Aug. 22** Undergraduate academic appeal decisions available on PipelineMT by 9 a.m.  
Last day of placement testing
- Aug. 26** Classes begin.

## September 2024

- Sept. 2** Labor Day, University closed
- Sept. 9** Last day for graduate students to file intent to graduate forms for **Fall 2024** graduation

## October 2024

- Oct. 5–11** Midterm exams should be scheduled before students leave for break.
- Oct. 12–15** Fall break, no classes
- Oct. 13** Deadline for final A1 grades, 11:59 p.m.

## November 2024

- Nov. 4–15** Spring 2025 Priority Registration
- Nov. 8** Last day for **Fall 2024** graduates to file their theses/dissertations
- Nov. 15** Last day for undergraduate students to file intent to graduate forms for **Summer 2025** graduation
- Nov. 19** **Fall 2024** thesis/dissertation deadline for College of Graduate Studies
- Nov. 27** No classes
- Nov. 28–30** Thanksgiving holiday, University Closed



# FALL 2024 CALENDAR (CONTINUED)

## December 2024

- Dec. 4** Last day of classes  
Last day to withdraw from the University (all classes) and receive a W or F as determined by the instructor
- Dec. 5** Study Day: No classes, exams, or mandatory meetings
- Dec. 6–12** Final exams
- Dec. 14** Official December graduation date.  
**Fall 2024** Commencement for all graduate and undergraduate students. See [mtsu.edu/graduation](https://mtsu.edu/graduation) for details.
- Dec. 15** Deadline for final grades, 11:59 p.m.

## January 2025

- Jan. 6** Undergraduate academic appeal process due by 4 p.m.
- Jan. 8** Undergraduate Academic Appeals Committee meets at 9 a.m.
- Jan. 9** Undergraduate academic appeal decisions available on PipelineMT by 9 a.m.





# ADVISING AT MTSU

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.

**A hold will appear on your account preventing priority registration starting March 25, 2024, 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)** icon.
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 **View My Holds** icon.
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 Search for Classes

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Look Up Classes** icon 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. Then use search options to narrow results, if desired. The courses are listed in alphabetical order by subject, and labs or other corequisites are listed below the lectures/classes to which they correspond.

### How to Register (Add or Drop Classes)

**NOTE:** To prevent registration lockout, only access **PipelineMT** via one browser/session at a time.

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Add or Drop Classes** icon 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 the 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. Prerequisites and restrictions can be viewed when looking up classes on Pipeline by clicking the CRN of the course, followed by the title.

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.

## How to View Your Registration for Course Program of Study (CPoS)

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Coursework Toward Program of Study** and select desired term. You can also access from the **Financial Aid** left menu and the **Coursework Toward Program of Study** icon.
3. Your registration will display and the Eligible Course column will indicate Yes if eligible, No if not eligible, Pending if it hasn't been processed yet, or N/A for zero credit or dropped/withdrawn courses.

## 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 or July 12, 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.



# GENERAL INFORMATION

## Academic Appeals

Undergraduate students on academic suspension who wish to return to MTSU in Summer 2024 must complete the online academic appeal process no later than 4 p.m. on Monday, May 13, 2024. The Academic Appeals Committee meets on Wednesday, May 15, 2024. At the May 2024 Academic Appeals Committee meeting, students may appeal to return for the Summer or Fall 2024 term. Students waiting to appeal in August 2024 to return in Fall 2024 must complete the online process by 4 p.m. on Monday, August 19, 2024. The Academic Appeals Committee will meet on Wednesday, August 21, 2024. For additional information, including the academic appeal process, visit [mtsu.edu/academicstanding](https://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 nightly 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](https://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.php](https://mtsu.edu/graduate/student/suspension.php)

## Account Management

All students have an MTSU login ID, which is your username@mtmail.mtsu.edu. This account is used to access MTMail, PipelineMT, D2L, Office 365, Teams, and other applications. Get started at [mtsu.edu/itd/student-accounts.php](https://mtsu.edu/itd/student-accounts.php).

## Auditing

Students who wish to audit a class must visit the MT 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 MT One Stop or sent to [register@mtsu.edu](mailto:register@mtsu.edu).

## Catalogs (Online)

MTSU's undergraduate and graduate catalogs are online and searchable at [catalog.mtsu.edu](https://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 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.php](https://mtsu.edu/one-stop/forms.php) or in person at the MT 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/mtosforms](https://mtsu.edu/mtosforms).

## 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 Course 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

A student is expected to attend/engage in each class for which he/she is 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 (source documentation required) or the mid-point semester date if no source documentation is available. Non-participation 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](https://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.

## Class Cancellations Due to Weather

Check the University home page at [mtsu.edu](https://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](https://mtsu.edu/alert4u), and click on Manage under the RAVE Alert Account left navigation link ([getrave.com/login/mtsu](https://getrave.com/login/mtsu)). If MTSU classes are canceled, the announcement will apply to all classes, credit and noncredit.

## 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](mailto:records@mtsu.edu) or 615-898-5814.

Additional information: [mtsu.edu/one-stop/privacy.php](https://mtsu.edu/one-stop/privacy.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](https://catalog.mtsu.edu), Academic Policies and Procedures, Semester Hour Load of Student. For details on graduate, see [catalog.mtsu.edu/index.php?catoid=39](https://catalog.mtsu.edu/index.php?catoid=39), 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. You may add minors not required for your degree but courses towards these minors will not count



towards aid eligibility unless the course meets a degree requirement such as a required general elective. Dropping or not attending can also affect your eligibility for current and/or future aid. For more information, visit our FAQ website at [mtsu.edu/cpos](https://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/](https://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 Course 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.

## 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](https://mtsu.edu/mtosforms) 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.

## 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, 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](https://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](https://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 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. 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](https://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 his/her 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, students 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.php](https://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](https://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](https://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.php](https://mtsu.edu/healthservices/Immunizations.php).

## 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 [mtsu.edu/itd](https://mtsu.edu/itd).

Contact the Service Desk at 615-898-5345 or email [help@mtsu.edu](mailto:help@mtsu.edu). The Service Desk operates a portal where you can find information and assistance, go to [service.mtsu.edu/sp](https://service.mtsu.edu/sp).

## 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 verifications
- 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 or to learn more information about MT One Stop, please visit [mtsu.edu/one-stop](https://mtsu.edu/one-stop).

## Open Educational Resources

MTSU students can identify classes with free or low-cost textbooks by searching in Pipeline for sections marked with the OER 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](https://mtsu.edu/oer) for instructions.

## 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](https://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](https://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.php](https://mtsu.edu/one-stop/forms.php) for the form to change your personal email address.

## 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 [mtsu.edu/university-college/university-studies](https://mtsu.edu/university-college/university-studies).

## 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 Solutions 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](https://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](https://mtsu.edu/mtosforms).

## 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](https://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 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 [withdraw@mtsu.edu](mailto:withdraw@mtsu.edu) 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 Veterans 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, KUC 124.

New freshmen and new transfer students should contact the Daniels Center to start the benefit process at [mtsu veterans@mtsu.edu](mailto:mtsu veterans@mtsu.edu), or call 615-898-2601 or 615-898-5040.

For more information, go to [mtsu.edu/military](https://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.

## 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 "Add/Drop 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.php](https://mtsu.edu/registration/waitlist.php).

## Wi-Fi Access

The University's Wi-Fi network is called

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

Go to the ITD Service Portal ([service.mtsu.edu/sp](https://service.mtsu.edu/sp)) and search

# FINAL EXAMINATION SCHEDULE FOR FALL, DECEMBER 6–12, 2024

## Monday, Wednesday, Friday

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

## Monday, Wednesday

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

## Classes Meeting One Day a Week:

Monday, Dec. 9; Tuesday, Dec. 10;

Wednesday, Dec. 11; Thursday, Dec. 12

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 Dec. 6–12 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, Dec. 7, 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 Dec. 6–12.



# DID YOU KNOW?

- 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. There are also **Look Ahead** and **What If** options to help students plan future courses or program changes. For more information about DegreeWorks, visit [mtsu.edu/degreeworks](https://mtsu.edu/degreeworks).
- MTSU is now awarding digital badges! A digital badge is issued to a student upon successful completion of a set of courses, program, or other competencies. Students earn badges for a variety of accomplishments on their own or as their work towards 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](https://mtsu.edu/badges).
- Beginning Summer 2024 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/](https://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](https://gradguard.com/tuition/mtsu).
- Graduate students interested in additional funding opportunities for their degree program should check out [mtsu.edu/graduate/funding](https://mtsu.edu/graduate/funding) to learn about assistantships, scholarships, and more!
- Learn about the new General Education curriculum, the True Blue Core, coming in Summer 2024! Visit [mtsu.edu/truebluecore/](https://mtsu.edu/truebluecore/) for more information.
- MTSU students can identify classes with free or low-cost textbooks by searching in Pipeline for sections marked with the OER 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](https://mtsu.edu/oer) for step-by-step instructions.



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