REGISTRATION GUIDE

Spring 2020

MIDDLE TENNESSEE STATE UNIVERSITY

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Priority Registration for Spring 2020 is November 4–15, 2019

MIDDLE TENNESSEE STATE UNIVERSITY

Did you know your Financial Aid may be Adjusted or Canceled if you Don't Attend Class?

Financial aid is initially based on your enrollment status. Once the semester begins, faculty report students who never attended by the census date. At that point, your financial aid may be adjusted/canceled, and you may be required to repay financial aid (including loans) to MTSU. If this occurs, you will be unable to view your grades, register for a future semester, or obtain an academic transcript until the balance owed is paid in full. To ensure progression toward your degree and maintain eligibility for financial aid, you should attend 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 Course Program of Study (CPoS) and Why Is it Important?

Students may only receive federal financial aid for coursework that counts toward unmet requirements in their officially declared program of study. Dropping or not attending courses can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at **mtsu.edu/cpos**. To view which of your registered courses are eligible degree requirements for federal aid, go to PipelineMT, the **Registration & Student Records** menu, and the **Coursework Toward Program of Study** link.

2020–2021 FAFSA available October 1, 2019

The 2020–21 FAFSA can be completed online at **fafsa.gov**. It will be used to determine financial aid eligibility for Fall 2020 through Summer 2021 for various federal, state, and institutional programs. The 2020–21 FAFSA income information is based on prior-prior year (2018) rather than prior year (2019), which eliminates the need to estimate tax information. The 2020–21 MTSU FAFSA filing priority date is Feb. 1, 2020, to be considered for maximum financial aid assistance.

MTSU Mobile App

MTSU Mobile is a free smartphone application available on both iOS and Android devices. Among its many features, students can see their class schedule and grades, view their Academic Progress Report (which includes midterm grades), and use the Schedule Planner to create a future term schedule prior to registering on PipelineMT. The Schedule Planner (available in PipelineMT or in the MTSU Mobile App) helps you build the class schedule best suited to you. Download the MTSU Mobile App on your smartphone.

Academic Appeals

Undergraduate students on academic suspension who wish to return to MTSU in Spring 2020 must complete the Academic Appeal packet and return it to the MT One Stop no later than 4:00, p.m. on Monday, Jan. 13, 2020. The Academic Appeal committee meets on Wednesday, Jan. 15, 2020. For additional information, including the Academic Appeal form, visit **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.

Spring 2020 Dates at a Glance

Fee-Related Deadlines

Dec. 3 — Bills available on PipelineMT. Fee payment and confirmation begins.

Course Selection	Pay Fees/Confirm
Nov. 4, 2019 – Jan. 7, 2020*	Dec. 31, by mail
	Jan. 7, 4:30 p.m., Business Office
	Jan. 7, 6:00 p.m., PipelineMT
Please note the University will be closed between Dec. 24, 2019, and Jan. 1, 2020	
Jan. 8 – Jan. 13**	Jan. 13, 4:30 p.m., Business Office
	Jan. 13, 6:00 p.m., PipelineMT
	Do not mail payment!
Jan. 14 – Jan. 27**	Jan. 28, 4:30 p.m.,Business Office
	Jan. 28, 6:00 p.m., PipelineMT
	Do not mail payment!
Jan. 28	Students must prepay in Business Office before being allowed to register late beginning this date.
Jan. 29 – Mar. 24** A2 and RA2 terms only	Students registering for only Accelerated 2 and TN eCampus Accelerated 2 courses must pay by March 25, 4:30 p.m.

***NOTE:** Class schedules will be deleted on Jan. 13 unless fees are paid or attendance confirmed by the fee payment deadlines above.

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A $100 late fee will be charged to anyone who registers or reregisters on or after Jan. 21.

Nov. 1–Jan. 13 — Teacher, TBR/LGI (Tennessee Locally Governed Institutions), state, UT, and MTSU employee dependent discount forms must be turned in at MT One Stop (SSAC), by the first day of class. Signatures should not be obtained before Nov. 1, 2019.

Dec. 23 — TBR/LGI, UT, and state employee fee waiver participants may register. Turn in form at MT One Stop (SSAC) by 4:30 p.m. on Jan. 13.

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.

Jan. 13 — Deadline to sign up for direct deposit for refunds to be available Jan. 21–24.

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

Jan. 14 — 12:01 a.m.: PipelineMT available for Drop/Add after purge.

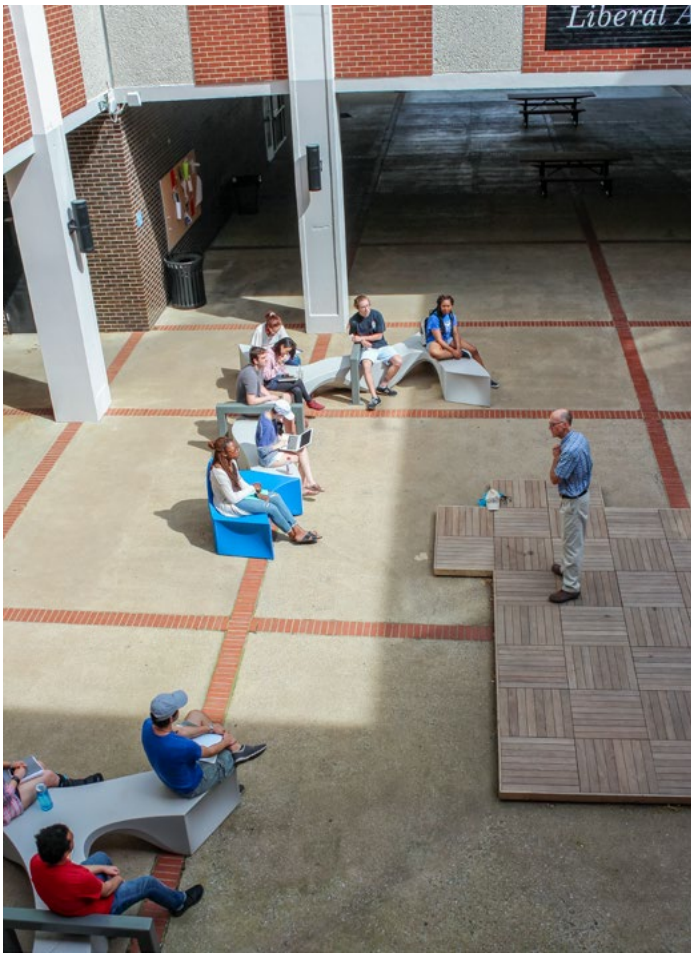
Feb. 29 — Second installment payment due.

March 31 — Third installment payment due.

April 30 — Fourth installment payment due.

Fee Payment and Confirmation of Attendance

For information regarding tuition and fee payment, installment payment plans, RAIDER FUND$, 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**.



Spring 2020 Adding, Dropping, Withdrawing, Fee Adjustment Dates

Part of Term	Last Day to Add or Register Late on PipelineMT	Last Day to Drop Without Grade	Last Day to Drop with W Grade*	Last Day for Fee Adj. 100%	Last Day for Fee Adj. 75%	Last Day for Fee Adj. 25%	Max. Cr. Hr. Load for Part of Term**
1–Full Term Jan. 21–May 7	Jan. 27	Feb. 3	Apr. 10	Jan. 20	Feb. 3	Feb. 16	18
A1–Accelerated 1 Jan. 21 – Mar. 6	Jan. 22	Jan. 27	Feb. 17	Jan. 20	Jan. 26	Feb. 1	9
A2–Accelerated 2 Mar. 23 – May 7	Mar. 24	Mar. 29	Apr. 19	Mar. 22	Mar. 28	Apr. 3	9
R–TN eCampus Full Term Jan. 21 – May 6	Jan. 27	Feb. 3	Apr. 10	Jan. 20	Feb. 3	Feb. 16	18
RA1–TN eCampus Accelerated 1 Jan. 21 – Mar. 6	Jan. 22	Feb. 1	Feb. 17	Jan. 20	Jan. 25	Feb. 1	9
RA2–TN eCampus Accelerated 2 Mar. 16 – May 6	Mar. 17	Mar. 28	Apr. 16	Mar. 15	Mar. 19	Mar. 28	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 term. Withdrawals from all classes may be processed via the Add or Drop Classes page on PipelineMT or at MT One Stop (SSAC), **withdraw@mtsu.edu.

Depending on aid received, a withdrawal at any point in the semester could mean a balance will be owed.

Receiving a "fee adjustment" does not necessarily mean you will receive a refund. **TN eCampus courses are charged at a different per-hour rate and are charged separately from MTSU courses.** TN eCampus courses will not be evenly exchanged with MTSU courses when dropping and adding on the same day.

Short courses are courses not meeting for the entire part-of-term and have prorated deadline dates. Students must check in PipelineMT for the memo note regarding prorated drop dates for all short courses. PipelineMT controls drops/fee adjustments based on the dates of the parts of term only.

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, R, RA1, RA2) once the semester begins.

Financial Aid

Federal/State Aid. For information about applying for federal/state financial aid (including loans, grants, etc.), deadlines for financial aid applications, financial aid satisfactory academic progress, the federal financial aid return policy, and general financial aid information, visit **mtsu.edu/financial-aid**.

Academic/Other Scholarships. Scholarship criteria for incoming freshmen, currently enrolled students, transfer students, etc., may be obtained online at **mtsu.edu/scholarships**.

Tennessee Education Lottery Scholarships (TELS). The Tennessee Student Assistance Corporation (TSAC) awards TELS. TSAC reserves the right to modify rules and regulations without prior notification. For information about initial and continuing eligibility requirements, visit the MTSU website at **mtsu.edu/financial-aid/scholarships/tels.php**. For additional information, visit the TSAC website at **tn.gov/collegepays**.

The Cost of Attendance used for the awarding of financial aid and the disbursement of federal aid is based upon your enrollment in courses applying toward your declared program of study (CPoS). Initial federal 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. The awards are then adjusted based on registration in program applicable courses. For additional information, visit the CPOS website at **mtsu.edu/cpos**.

Financial Aid Adjustment Deadlines

Part of Term	*Financial aid may be adjusted due to adding, dropping, or withdrawing from all classes as of the **census date (May owe a balance to MTSU)	*Financial aid may be prorated due to dropping classes or withdrawing from all classes (May owe a balance to MTSU)	*Earn 100% of financial aid even if classes are dropped or you withdraw from all classes (May be affected by attendance reporting)
1–Full Term Jan. 21–May 7	Feb. 3**	Jan. 21–Mar. 30 (Enrolled in full term OR full term and TN eCampus full term classes only)	Mar. 31–May 7 (Enrolled in full term OR full term and TN eCampus full term classes only)
R-TN eCampus Full Term Jan. 21–May 6	Feb. 3**	Jan. 21–Mar. 26 (Enrolled in TN eCampus full term classes only)	Mar. 27–May 6 (Enrolled in TN eCampus full term classes only)
A1–Accelerated 1 Term Jan. 21–Mar. 6 RA1–TN eCampus Accelerated 1 Term Jan. 21–Mar. 6	Feb. 3**	Depends on enrollment. Contact MT One Stop (SSAC).	Depends on enrollment. Contact MT One Stop (SSAC).
A2–Accelerated 2 Term Mar. 23–May 7 RA2- TN eCampus Accelerated 2 Term Mar. 16–May 6	Feb. 3**	Depends on enrollment. Contact MT One Stop (SSAC).	Depends on enrollment. Contact MT One Stop (SSAC).

*Financial aid will be adjusted based on attendance 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 an academically-related activity or, if unknown, the midpoint of the semester.

** NOTE: Lottery Scholarship recipients cannot change enrollment status after this date and retain the scholarship. Federal financial aid may be adjusted for the spring semester based on the number of hours enrolled as of Feb. 3. This includes all parts of the term, i.e., 1–Full Term, A1–Accelerated 1 part of term, A2– Accelerated 2 part of term, R–TN eCampus Full Term, RA1–TN eCampus Accelerated 1 part of term, and RA2–TN eCampus Accelerated 2 part of term. Adding courses after Feb. 3 WILL NOT increase financial aid eligibility. However, if you drop a class before the start date and/or your instructor reports that you never attended or stopped attending your class(es), your financial aid may be reduced or canceled. This may result in you owing a balance to MTSU.

Deadline to Apply for Loans for Spring 2020

April 30, 2020	Deadline to apply for federal student Stafford and Parent PLUS Loans

Spring 2020 Calendar

November 2019

Nov. 4–15 Priority Registration for Spring 2020

Nov. 15 Last day for undergraduate students to file Intent to Graduate forms for Summer 2020 graduation

Nov. 18 New Professional Studies/Integrated Studies majors can register after online orientation

Transients and special undergraduates eligible to register

Nov. 23 New student orientation (CUSTOMS) for new transfer students

December 2019

Dec. 3 Parking permits for students, if needed, may be obtained after fees paid

Dec. 13 New student orientation (CUSTOMS) for new freshmen and transfer students

Dec. 16 New freshmen and transfers who do not attend CUSTOMS and have been advised can register

Dec. 24–31 University closed

January 2020

Jan. 1 University closed

Jan. 13 Undergraduate academic appeal packets are due by 4:00 p.m. in MT One Stop (SSAC)

Jan. 15 Undergraduate academic appeal committee meets at 9:00 a.m.

Jan. 16 Undergraduate academic appeal decisions available on PipelineMT by 9:00 a.m.

Jan. 17 Last day of Spring 2020 University Placement Testing

Jan. 20 University closed

Jan. 21 Spring classes begin

February 2020

Feb. 3 Last day for College of Graduate Studies students to file Intent to Graduate forms for Spring 2020 graduation

Feb. 24 –Mar. 6 Midterm grading reported

Feb. 28 Last day to submit priority applications for Summer 2020 admission to the College of Graduate Studies

March 2020

Mar. 9-14 Spring Break

Mar. 14 Written doctoral exams begin

Mar. 21 Written master's and specialist's comprehensive exams begin

April 2020

Apr. 3 Last day for Spring 2020 graduates to file their theses/dissertations. Those submitted after this date will not be eligible for Spring 2020 graduation

Apr. 6–17 Priority registration for Summer and Fall 2020

Apr. 10 Last day to submit hiring packets for Summer 2020 graduate assistantships and continuing Fall 2020 graduate assistantships to the College of Graduate Studies.

Apr. 15 Last day for undergraduate students to file Intent to Graduate forms for Fall 2020 graduaton

Apr. 20 Comprehensive exam results due in College of Graduate Studies

Apr. 29 Last day of classes

Last day to withdraw from the University (all classes) and receive a W or F as determined by the instructor

Apr. 30 Study Day: No classes, exams, or mandatory meetings

May 2020

May 1 Last day to remove I grades for graduate students graduating in Spring 2020

May 1–7 Final examinations

May 8 Spring 2020 Commencement for the College of Graduate Studies. For details, see **mtsu.edu/graduate/graduation**

May 9 Spring 2020 Commencement for all undergraduate students. For details, see **mtsu.edu/graduation**

May 11 Deadline for final grades by 9:00 a.m.

May 18 Summer classes begin

Undergraduate academic appeal packets are due by 4:00 p.m. in MT One Stop (SSAC)

May 20 Undergraduate academic appeal committee meets at 9:00 a.m.

May 21 Undergraduate academic appeal decisions available on PipelineMT by 9:00 a.m.

August 2020

Aug. 24 Fall classes begin.

Advising at MTSU

Academic advising is recommended each semester to ensure that you stay on track for graduation and you 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 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)**.
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 **Holds**.
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** 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.

   For best results using the Advanced Search option, leave remaining fields at their default settings and click **Section Search**.
4. If the class requires a corequisite, click on the **Display Corequisites** link at the bottom of the page. Once selected, search options are available to narrow results, if desired. The courses are listed in alphabetical order by subject, and labs or other corequisites are listed below the lecture/class to which they correspond.

How to Register (Add or Drop Classes)

1. Log in to **PipelineMT**, click on **Registration & Student Records** in the left menu.
2. Click on **Add or Drop Classes** 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.

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 (CPoS)** 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 December 3, 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 Spring 2020 must complete the Academic Appeal packet and return it to the MT One Stop no later than 4:00, p.m. on Monday, Jan. 13, 2020. The Academic Appeal committee meets on Wednesday, Jan. 15, 2020. For additional information, including the Academic Appeal form, visit **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 to the student when an Academic Progress Report is posted. Details related to the report can be accessed in **PipelineMT** by selecting the **Registration & Student Records** link in the left menu, then the **Academic Progress Report** link or by using the MTSU Mobile app. Please note that reports may contain concerns or simply a summary of progress to date, which could be satisfactory or unsatisfactory.

Academic Standing and Grades

It is the student's responsibility to be aware of grades and academic standing. For details, see **catalog.mtsu.edu**, Academic Policies and Procedures, Academic Standing (Retention Standards and Grades).

Undergraduate Students. If a student is placed on probation, the student must attain a 2.00 GPA in the next term enrolled (Fall, Spring, or Summer) or increase the overall combined GPA to one of the following retention standards:

00–29.99 GPA hours	1.50 overall combined GPA
30–49.99 GPA hours	1.80 overall combined GPA
50 or more GPA hours	2.00 overall combined GPA

A student on academic probation who does not meet either the current term GPA or overall combined GPA during the next term enrolled will be suspended. **Students previously suspended 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 summer 2015 or after will no longer 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**.

Auditing

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.

Students who wish to audit a course must visit MT One Stop (SSAC) or contact them at **register@mtsu.edu**.

Catalogs (Online)

MTSU's undergraduate and graduate catalogs are online and searchable at **catalog.mtsu.edu**. Prospective or currently enrolled students can view offerings by using the search-by-keyword feature at the top left of the screen or by clicking on links on the left side of the screen. The **Majors A–Z** and **Minors and 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 should immediately update addresses, names, or other information that has changed. Access **PipelineMT** and click the appropriate links under the **Personal Information** box to review and correct addresses, phone numbers, email addresses, and emergency contacts. A forwarding address should be left with the U.S. Post Office in addition to a change of address with the University.

Students cannot update names on PipelineMT because documentation will be needed. It is the student's responsibility to inform instructors of name changes that occur during the semester. Visit the Records Office in SSAC 150 to submit documentation for name changes.

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 or go to MT One Stop. A permanent address change request that conflicts with residency might require documentation.

For additional information: **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 **Registration Status** link.

Only college and faculty advisors can submit a program/major/concentration/minor change for processing on behalf of the student. Submitted 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 federal aid eligible for Course Program of Study (CPoS). 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

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

Faculty are required to confirm attendance by the census date. If a grade of F is reported at the end of the semester, faculty are required to report the date of the last academically-related activity or, if unknown, the mid-point semester date. 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 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 classes when deemed necessary and the academic departments will notify students, via **MTMail**. See **catalog.mtsu.edu**, Academic Policies and Procedures, Cancellation of Scheduled Classes. It may be necessary for modifications to be made in locations and teachers listed for courses. The most up-to-date information may be found on PipelineMT.

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

Class Cancellations Due to Weather

Check the University home page at **mtsu.edu**, call the news line at 615-904-8215, or check your campus email. The MTSU Critical Notification System sends emails and can also deliver text messages about weather closures. To add a mobile number or manage your account, go to **mtsu.edu/alert4u**, and click on Manage under the RAVE Alert Account left navigation link (**getrave.com/login/mtsu**). If MTSU classes are canceled, 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** or 615-898-5814.

Additional information: **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 and attended per term. For details on undergraduate, see **catalog.mtsu.edu**, Academic Policies and Procedures, Semester Hour Load of Student. For details on graduate, see **catalog.mtsu.edu/index.php?catoid=29**, Academic Regulations, Semester Hour Load of Student.

Course Program of Study (CPos)

Students may only receive federal financial aid for coursework that counts toward unmet requirements in their officially declared program of study. Dropping or not attending courses can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at **mtsu.edu/cpos**. To view which of your registered courses are eligible degree requirements for federal 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.

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.

Distance Education Courses

For assistance, please call 615-898-5611 or visit **mtsu.edu/uc**. Some MTSU online courses require an override (department permission) to register. Request a permit at **mtsu.edu/uc/distance/permission-of-department-form.php**.

Drop/Add/Late Registration Policy

Refer to page 4 for adding, dropping, late registration, and withdrawal deadlines. Students who wish to add a class after the deadline to add should refer to **mtsu.edu/mtosforms** to access the Drop/Add/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 undergraduate and **graduate 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 Entitlement 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**.

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. Students access mtsu.edu/evea to upload your documents.

Email

To help protect your privacy, MTSU will communicate with you using the **MTMail** email account given to you during your admission to the University. Faculty may also communicate with you through your 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.

Enrollment Verification

Enrollment verification is available through PipelineMT. You can find instructions on how to obtain an enrollment verification certificate at **mtsu.edu/enrollmentverification**.

Financial Aid Satisfactory Academic Progress (SAP)

One factor in being eligible to receive federal, state, and some institutional financial aid (including federal loans) requires students to maintain Satisfactory Academic Progress (SAP). Three areas monitored in SAP are grade point average (GPA), passing percentage (Pace), and maximum attempted hours.

Students are often confused about why they are not considered to be in financial aid good standing when they have a good GPA. The Registrar's Office (for undergraduate students) and the Graduate Office (for graduate students) monitor a student's GPA. They notify students of any academic probations or suspensions based on GPA. If suspended, the student must follow their appeal instructions.

Federal regulations also require the Financial Aid Office to monitor a student's passing percentage (Pace) and attempted hours. Often, 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. This can mean losing eligibility for financial aid.

All students are encouraged to read and understand the Financial Aid Satisfactory Academic Progress Policy. To read more about SAP, visit **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** for undergraduate students or **mtsu.edu/graduate/graduation** for graduate students.

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. The MTSU BlueID Office is open Monday–Friday from 8:00 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**.

Information Technology Help Desk

The Information Technology Help 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. Contact the Help Desk at (615) 898-5345 or email **help@mtsu.edu**.

Hours of operation when classes are in session:

Sunday: 2:00 p.m.–9:00 p.m.
Monday–Thursday: 7:00 a.m.–9:00 p.m.
Friday: 7:00 a.m.–4:30 p.m.
Saturdays: 9:00 a.m.–4:00 p.m.

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 verification
- 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 and a list of enrollment coordinators or to learn more information about MT One Stop, please visit **mtsu.edu/one-stop**.

Parking Permits

Each vehicle parked on campus must have a current valid parking permit displayed in the vehicle. Parking permits are issued only after all registration fees are paid/confirmed. Permits are issued at the Parking and Transportation Services Office at 1403 E. Main Street, in the rear of the building. Students must bring their license plate number and a photo ID with them to receive their parking permits. For more information, refer to the Traffic and Parking Regulations booklet or visit **mtsu.edu/parking**

PipelineMT Password—Create or Change

For new students who have never accessed their PipelineMT account or those who want to change their password or have forgotten their password:

1. Go to **mtsu.edu/changepw**.
2. An email with an encrypted link that is valid for one hour will be sent to your personal email address (provided it is not a @mtmail.mtsu.edu or @mtsu.edu address).
3. Select the encrypted link and follow instructions.
4. Your username will be displayed. Students 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.

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 or visiting KOM 103A 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/uc/university-studies**.

Printing on Campus

Student printing is available at all University 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 and not used for personal gain, i.e., advertising flyers, etc. Such 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 the Selective Service or you want to check to see if you have registered, you can go to **sss.gov**.

Once you have registered with Selective Service, you must send your verification to the MT One Stop at **mtonestop@mtsu.edu**. You can print the verification from the Selective Service website.

Transcript Requests

Official transcripts can be requested and picked up immediately at MT One Stop. A photo ID is required.

Transcripts may also be ordered through **PipelineMT, Registration & Student Records, Academic Records, and Transcripts – Order Official**; by using a smartphone or scanner and attaching the signed Transcript Request Form and sending it to **records@mtsu.edu**; or by faxing the form to 615-898-5538. For more information, see **mtsu.edu/transcripts**.

University Withdrawals

If a student wishes to drop an individual course, the drop may be completed via PipelineMT until the withdrawal deadline (refer to dates on page 4). After the withdrawal deadline and with appropriate approvals, a student may drop an individual course by submitting a signed Drop Form to 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, fax, 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 (VMFC), KUC 124.

New freshmen and new transfer students should contact the Daniels Center to start the benefit process at **mtsuveterans@mtsu.edu**, or call 615-898-2601 or 615-898-5040.

For more information, go to **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.

Final Examination Schedule For Spring, May 1-7, 2020

Monday, Wednesday, Friday

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

Monday, Wednesday

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

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

Tuesday, Thursday

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

Classes Meeting One Day a Week:

Monday, May 4; Tuesday, May 5; Wednesday, May 6; Thursday, May 7

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 May 1–7 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/hybrid course has any meetings or proctored exams.
Saturday Classes: Exams are Saturday, May 2, 7:30–10:30 a.m. or 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 May 1–7.

General Education Requirements

mtsu.edu/gen_ed/

Many majors recommend specific courses within the General Education program to meet major requirements. Students should consult their major advisors for requirements.

NOTE: The prescribed prerequisites indicated below are for students who have been placed into prescribed courses based on ACT/SAT/University Placement Test Scores. For example, math test scores could place students in MATH 1000KC, MATH 1010K/1530K, or just MATH 1010K/1530K/1710K. See your college advisor for details.

Courses with lecture/lab (i.e., sciences or HLTH 1530/1531) are corequisite courses. Both CRNs must be entered before clicking submit when registering in PipelineMT.

COMMUNICATION (9 hours)

English Composition (6 hours) and oral presentational communication (3 hours)

ENGL 1010	Expository Writing	3 hours
Students with a Prescribed English requirement take ENGL 1010K		
ENGL 1020	Research and Argumentative Writing	3 hours
Prescribed prerequisites: READ 1000K; ENGL 1010		
COMM 2200	Fundamentals of Communication	3 hours

HISTORY (6 hours - choose two)

HIST 2010	Survey of United States History I	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
HIST 2020	Survey of United States History II	3 hours
Students with Reading Prescribed requirement take READ 1000K and Corequisite HIST 2020L		
HIST 2030	Tennessee History	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		

HUMANITIES and/or FINE ARTS (9 hours)

One course must be in literature. (Students must complete ENGL 1010 and 1020 before taking a literature course.) All courses meeting the literature requirement are denoted with an asterisk.

All three courses must have different rubrics (course prefixes).

ANTH 2210	Introduction to World Prehistory	3 hours
ART 1030	Art Appreciation	3 hours
ART 1920	Survey of Western Art I	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
DANC 1000	Introduction to Dance	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
ENGL 2020*	Themes in Literature and Culture	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
ENGL 2030*	The Experience of Literature	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
HIST 1010	Survey of Western Civilization I	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
HIST 1020	Survey of Western Civilization II	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
HIST 1110	Survey of World Civilization I	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
HIST 1120	Survey of World Civilization II	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
HUM 2610*	Foreign Literature in Translation	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
MUS 1030	Introduction to Music	3 hours
PHIL 1030	Introduction to Philosophy	3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K		
THEA 1030	Introduction to Theatre	3 hours

MATHEMATICS (3 hours)

Certain majors require specific mathematics courses. Please consult your advisor for the correct course.

MATH 1010 Mathematics for General Studies 3 hours
(Students with Math Prescribed Requirement take MATH 1010K)

MATH 1530 Applied Statistics 3 hours
(Students with Math Prescribed Requirement take MATH 1530K)

MATH 1630 College Mathematics for Managerial, Social, and Life Sciences 3 hours
Prescribed prerequisites: Math prescribed course(s)

MATH 1710 College Algebra 3 hours
(Students with Math Prescribed Requirement take MATH 1710K)

MATH 1720 Plane Trigonometry 3 hours
Prescribed prerequisites: Math prescribed course(s)

MATH 1730 Pre-Calculus 4 hours
Prescribed prerequisites: Math prescribed course(s)

MATH 1810 Applied Calculus I 3 hours
Prescribed prerequisites: Math prescribed course(s)

MATH 1910 Calculus I 4 hours
Prescribed prerequisites: Math prescribed course(s)

SOCIAL/BEHAVIORAL SCIENCES (6 hours)

The two courses selected must have different rubrics (course prefixes).

AAS 2100 Introduction to African American Studies 3 hours

ANTH 2010 Cultural Anthropology 3 hours

ECON 2410 Principles of Economics, Macroeconomics 3 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

ECON 2420 Principles of Economics, Microeconomics 3 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

GEOG 2000 Introduction to Regional Geography 3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K

GS 2010 Introduction to Cross-Cultural Studies 3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K

HLTH 1530/1531 Health and Wellness 3 hours

JOUR/EMC/RIM 1020 American Media and Social Institutions 3 hours

PS 1005 Introduction to American Politics 3 hours

PS 1010 Introduction to Global Politics 3 hours

PSY 1410 General Psychology 3 hours
Prescribed prerequisites: READ 1000K

RS 2030 Religion and Society 3 hours

SOC 1010 Introductory Sociology 3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K

SOC 2010 Social Problems 3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K

WGST 2100 Introduction to Women's Studies 3 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K

NATURAL SCIENCES (8 hours)

Two different, nonsequential courses must be selected for natural science credit and must have different rubrics (course prefixes); at most, only the first semester of any two-semester, discipline-specific sequence may count for General Education natural science credit.

Lecture and Lab = 4 hours (choose two)

ASTR 1030/1031 Exploring the Universe 4 hours
Prescribed prerequisites: READ 1000K; Math prescribed course(s)

BIOL 1030/1031 Exploring Life
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

BIOL 1110/1111 General Biology I 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

BIOL 2010/2011 Human Anatomy and Physiology I 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

BIOL 2020/2021 Human Anatomy and Physiology II 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

CHEM 1010/1011 Introductory General Chemistry I 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

CHEM 1030/1031 Chemistry for Consumers 4 hours
Prescribed prerequisite: READ 1000K

CHEM 1110/1111 General Chemistry I 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

GEOL 1030/1031 Introduction to Earth Science 4 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K

GEOL 1040/1041 Physical Geology 4 hours
Prescribed prerequisites: ENGL 1010K and READ 1000K

PGEO 1030 Physical Geography 4 hours

PHYS 1110 Discovering Physics 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

PHYS 2010/2011 Non-Calculus-Based Physics I 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

PHYS 2110/2111 Calculus-Based Physics I 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

PSCI 1030/1031 Topics in Physical Science 4 hours
Prescribed prerequisite: READ 1000K

PSCI 1130/1131 Contemporary Issues in Science 4 hours
Prescribed prerequisites: ENGL 1010K, READ 1000K, Math prescribed course(s)

I AM true BLUE™
MIDDLE TENNESSEE STATE UNIVERSITY

Campus Buildings (addresses shown are for location only, NOT mailing)

For a map of campus visit mtsu.edu/maps/docs/CampusMap.PDF

ABER	Abernathy Hall, 1719 Alumni Drive, D5
ALOF	Alumni Office,2263 Middle Tennessee Boulevard, A5
ALUM	Alumni House, 2259 Middle Tennessee Boulevard, A5
AMG	Alumni Memorial Gym, 2610 Middle Tennessee Boulevard, B3
BAS	Business and Aerospace Building, 1642 MTSU Boulevard, D4
BDA	Boutwell Dramatic Arts Building, 615 Champion Way, C3
BH	Beasley Hall, 323 Friendship Street, C5
BLH	TCWNHA (Black House), 1417 East Main Street, C6
CAB	Cope Administration Building, 315 Visitor's Circle, B5
CH	College Heights Building, 1607 East Main Street, C6
CKNB	Cason-Kennedy Nursing Building, 610 Champion Way, C3
COE	College of Education Building, 1756 MTSU Boulevard, D4
COGN	Central Utility Plant/Cogeneration Plant, 729 Champion Way, C2
BRAGG	John Bragg Media and Entertainment Building, 1735 Blue Raider Drive, D4
CORL	Corlew Hall, 1634 MTSU Boulevard, C3
CSB	Central Services Building (Day Care Center), 1835 Alumni Drive, E5
DH	Deere Hall, 1619 Alumni Drive, D5
DSB	Davis Science Building, 422 Old Main Circle, C4
DYS	Tennessee Center for the Study and Treatment of Dyslexia, 200 North Baird Lane, C6
EHS	Ellington Human Sciences Building, 2623 Middle Tennessee Boulevard, A2
EZEL	Ezell Hall, 1727 Blue Raider Drive, D5
FAIR	Fairview Building, 820 Fairview Avenue, A1
FH	Forrest Hall, 543 Champion Way, C3
GH	Greenhouse, 1724 Lightning Way, D3
GRH	Gracy Hall, 321 Friendship Street, C5
HARR	Center for Historic Preservation (Harrison House), 1416 East Main Street, B6
HC	Horticulture Facility, 1714 Lightning Way, D3
HMA	Housing Maintenance Annex, 657 Founders Lane, D3
HOB	Holmes Building (Maintenance Complex), 836 Champion Way, D2
HONR	Paul W. Martin Sr. Honors Building, 1737 Blue Raider Drive, D4
ING	Sam H. Ingram Building, 2269 Middle Tennessee Boulevard, A5
JACK	Tom H. Jackson Building, 628 Alma Mater Drive, B3
JCH	Jim Cummings Hall, 1744 MTSU Boulevard, D3
JH	Jones Hall, 624 Old Main Circle, C3
JUB	James Union Building, 516 Alma Mater Drive, B4
JUDD	Judd Hall, 217 Friendship Street, C5
KOM	Kirksey Old Main, 612 Old Main Circle, B3
KSHF	Emmett and Rose Kennon Sports Hall of Fame, 1320 Greenland Drive, B2
KUC	Keathley University Center, 1524 Military Memorial, C4
LH	Lyon Hall, 414 Alma Mater Drive, B4
LIB	James E. Walker Library, 1611 Alumni Drive, D5
LRC	Ned McWherter Learning Resources Center, 1558 Military Memorial, C4
MARY	Miss Mary Hall, 414 Alma Mater Drive, B4
MB	McFarland Building, 654 Founders Lane, D3
MC	Murphy Center, 2650 Middle Tennessee Boulevard, B2
MCH	McHenry Hall, 414 Alma Mater Drive, B4
MEC	Andrew Woodfin Miller, Sr. Education Center,
503-509	Bell Street, (See inset at top right)
MGB	Midgett Building, 612 Old Main Circle, B3
MOH	Monohan Hall, 312 Alma Mater Drive, B5
NEO	Naked Eye Observatory, 346 Old Main Circle, B4
NICK	Nicks Hall, 1715 Alumni Drive, D5
OBS	Observatory, 346 Old Main Circle, C5
PCS	Homer Pittard Campus School, 923 East Lytle Street, A4
PH	Peck Hall, 537 Old Main Circle, B4
PHLP	Project Help, 206 North Baird Lane, C5
PKS	Parking Services Building, 1403 East Main Street, B6
PSB	Printing Services Building, 1756 Greenland Drive, D2
REC	Health, Wellness, and Recreation Center (Health Services located inside the HWRC), 1848 Blue Raider Drive, E4
REH	Reynolds Hall, 312 Alma Mater Drive, B5
RH	Rutledge Hall, 526 Alma Mater Drive, B3
ROTX	ROTC Annex, 531 Champion Way, C4
SAG	Stark Agriculture Center, 651 Founders Lane, D3
SBCH	Stephen B. Smith Baseball Clubhouse, 641 Champion Way, C2
SCA	Scarlett Commons Apartments 1-9, 1858 MTSU Boulevard, E3
SCC	Sports Club Complex, 2111 East Main Street, F7
SCH	Schardt Hall, 312 Alma Mater Drive, B5
SCI	Science Building, 440 Friendship Street, C5
SCP	Satellite Chiller Plant, 215 College Heights, C5
SFA	Saunders Fine Arts Building, 629 Normal Way, C3
SIMS	Sims Hall, 215 Friendship Street, C5
SL	Soils Lab, C6
SMH	Smith Hall, 318 Old Main Circle, C5
SSAC	Student Services and Admissions Center, 1860 Blue Raider Drive, E4
STRO	Strobel Lobby, C4
STU	Student Union Building, 1768 MTSU Boulevard, E4
TB	Telescope Building, 1852 MTSU Boulevard, F4
TENN	Buck Bouldin Tennis Center, 1210 Greenland Drive, B1
TCM	Telecommunications Building, 732 Champion Way, D2
TLC	Tennessee Livestock Center, 1720 Greenland Drive, D2
TODD	Andrew L. Todd Hall, 542 Old Main Circle, C4
UP	University Police, 1412 East Main Street, B6
VA	Vocational Agriculture, 1704 Lightning Way, D3
VET	Voorhies Engineering Technology, 1212 Faulkinberry Drive, B3
WANH	Internal Audit (Wansley House), 209 North Baird Lane, C6
WC	Woodmore, 319 Friendship Street, C5
WH	Warehouse (Maintenance Complex), 1672 Greenland Drive, D1
WLA	Womack Lane Apartments A-L, 1815 Alumni Drive, E5
WMB	Wright Music Building, 1439 Faulkinberry Drive, C3
WPS	Wiser-Patten Science Hall, 422 Old Main Circle, C4
WSC	Wood-Stegall Center (Development and University Advancement), 120 Old Main Circle, B5

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. 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.

- Students may only receive federal financial aid for coursework that counts toward unmet requirements in their officially declared program of study. Dropping or not attending courses can affect your eligibility for current and/or future aid. For more information, visit our FAQ website at **mtsu.edu/cpos**. To view which of your registered courses are eligible degree requirements for federal aid, go to **PipelineMT**, the **Registration & Student Records** menu, and the **Coursework Toward Program of Study** link.

- Multi-factor authentication (MFA) is required for all MTSU students. MFA is a way for you to protect your MTSU accounts by requiring two pieces of evidence to verify you are you. The first is something you know, which is your password, and the second is something you have, such as your phone. To learn more, visit **mtsu.edu/security/mfa.php**.

- The Regional Scholars Program offers a reduced out-of-state tuition rate for undergraduate students who met the required ACT/SAT score and graduated from a high school in one of the eight bordering states or in a county within a 250-mile radius of MTSU. For requirements of the program, see **https://mtsu.edu/graduate/funding.php**. Eligibility for graduate students can be accessed at **mtsu.edu/graduate/apply.php**.

- Navigate is an information, communication, and appointment scheduling platform where students can schedule appointments directly with their advisors. You can access the Navigate platform in PipelineMT by selecting **Registration & Student Records** and **Schedule an Advising Appointment** in the Priority Registration Tools box or access it directly at **mtsu.campus.eab.com** using your PipelineMT login credentials. For more information or questions, please contact the Office of Student Success at 615-494-8650.

MIDDLE TENNESSEE STATE UNIVERSITY

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The Assistant to the President for Institutional Equity and Compliance has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Cope Administration Building 116, 1301 East Main Street, Murfreesboro, TN 37132; Marian.Wilson@mtsu.edu; or 615-898-2185. The MTSU policy on non-discrimination can be found at mtsu.edu/iec