Priority Registration for Summer/Fall 2021
is April 5–16, 2021
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/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 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/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 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 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.

Effective Fall 2021: In addition to federal aid, all state aid and MTSU guaranteed scholarships will adhere to CPoS rules.

2021–2022 FAFSA available

The 2021–22 FAFSA can be completed online at fafsa.gov. It will be used to determine financial aid eligibility for Fall 2021 through Summer 2022 for various federal, state, and institutional programs. The 2021–22 FAFSA income information is based on prior-prior year (2019) rather than prior year (2020), which eliminates the need to estimate tax information. The 2021–22 MTSU FAFSA filing priority date was Feb. 1, 2021, to be considered for maximum financial aid assistance.

Academic Appeals

Undergraduate students on academic suspension who wish to return to MTSU in Summer 2021 must complete an academic appeal packet and return it as instructed no later than 4 p.m. Monday, May 17, 2021. The Academic Appeals Committee meets on Wednesday, May 19, 2021. At the May 2021 Academic Appeals Committee meeting, students may appeal to return for the Summer or Fall 2021 term. Students waiting to appeal in August 2021 to return in Fall 2021 must submit the packet by 4 p.m. on Monday, August 16, 2021. The Academic Appeals Committee will meet on Wednesday, August 18, 2021. 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.
**Summer 2021 Dates at a Glance**

**Fee-Related Deadlines**

<table>
<thead>
<tr>
<th>Course Selection</th>
<th>Pay Fees/Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5–May 12*</td>
<td>May 1, by mail</td>
</tr>
<tr>
<td>May 13–21*</td>
<td>May 12, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
<tr>
<td>May 22–May 26*</td>
<td>May 21, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
<tr>
<td>May 27–June 8*</td>
<td>May 26, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
<tr>
<td>June 9–July 1*</td>
<td>June 8, 4:30 p.m., Business Office/PipelineMT</td>
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<tr>
<td>July 2–July 8*</td>
<td>July 1, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
<tr>
<td>July 9–July 20*</td>
<td>July 8, 4:30 p.m., Business Office/PipelineMT</td>
</tr>
</tbody>
</table>

*NOTE: Class schedules will be deleted unless fees are paid or attendance confirmed 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 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.

**Fee Payment and Confirmation of Attendance**

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](http://mtsu.edu/tuition).

**Confirmation of Attendance for Summer 2021**

Based on the timing of grade calculations for Spring 2021, students may not be able to confirm attendance on May 12, if either of the following applies:

- You are enrolled for Spring 2021 and have a financial aid academic progress status of warning or probation during Spring 2021.
- You are enrolled for Spring 2021 and you have been awarded the lottery scholarship for Spring 2021.

April 1–16   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 16 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, 2021.

April 20   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 12. 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 10   Deadline to sign up for direct deposit for refunds to be available May 17. Accounts set up after this date will receive refunds after the first week of class.

May 13   12:01 a.m.: PipelineMT available for Drop/Add after purge.
**Summer 2021 Adding, Dropping, Withdrawing, Fee Adjustment Dates**

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Last Day to Add or Register Late on PipelineMT</th>
<th>Last Day to Drop Without Grade</th>
<th>Last Day to Drop with W Grade*</th>
<th>Last Day for Fee Adj. 100%</th>
<th>Last Day for Fee Adj. 75%</th>
<th>Last Day for Fee Adj. 25%</th>
<th>Max. Cr. Hr. Load for Part of Term**</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Full Term</td>
<td>May 17–Aug. 6</td>
<td></td>
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<td>18</td>
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<tr>
<td>May 17–Aug. 6</td>
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<td>May 16</td>
<td>May 17</td>
<td>May 18</td>
<td>May 28</td>
<td>May 16</td>
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<tr>
<td>1 – Full Term</td>
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<tr>
<td>S3A – 3-Week A Term</td>
<td>May 17–June 4</td>
<td>May 17</td>
<td>May 18</td>
<td>May 28</td>
<td>May 16</td>
<td>May 21</td>
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<td>May 17–June 4</td>
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<td>1 – Full Term</td>
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<tr>
<td>S3B – 3-Week B Term</td>
<td>June 7–June 25</td>
<td>June 7</td>
<td>June 8</td>
<td>June 18</td>
<td>June 6</td>
<td>June 11</td>
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<td>June 7–June 25</td>
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<td>1 – Full Term</td>
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<tr>
<td>S3C – 3-Week C Term</td>
<td>June 28–July 16</td>
<td>June 28</td>
<td>June 29</td>
<td>July 9</td>
<td>June 27</td>
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<td>June 28–July 16</td>
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<td>1 – Full Term</td>
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<tr>
<td>S3D – 3-Week D Term</td>
<td>July 19–Aug. 6</td>
<td>July 19</td>
<td>July 20</td>
<td>July 30</td>
<td>July 18</td>
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<td>July 19–Aug. 6</td>
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<td>1 – Full Term</td>
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<tr>
<td>S5A – 5-Week A Term</td>
<td>May 24–June 25</td>
<td>May 25</td>
<td>May 27</td>
<td>June 12</td>
<td>May 23</td>
<td>May 31</td>
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<td>May 24–June 25</td>
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<td>1 – Full Term</td>
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<tr>
<td>S5B – 5-Week B Term</td>
<td>July 6–Aug. 6</td>
<td>July 7</td>
<td>July 9</td>
<td>July 25</td>
<td>July 5</td>
<td>July 13</td>
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<td>July 6–Aug. 6</td>
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<td>1 – Full Term</td>
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<tr>
<td>S6A – 6-Week A Term</td>
<td>May 17–June 25</td>
<td>May 19</td>
<td>May 21</td>
<td>June 10</td>
<td>May 16</td>
<td>May 26</td>
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<tr>
<td>May 17–June 25</td>
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<td>1 – Full Term</td>
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<tr>
<td>S6B – 6-Week B Term</td>
<td>June 28–Aug. 6</td>
<td>June 30#</td>
<td>July 2</td>
<td>July 22</td>
<td>June 27</td>
<td>July 2</td>
<td>8</td>
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<td>June 28–Aug. 6</td>
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</tr>
</tbody>
</table>

*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. 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.

#System will be unavailable between 6 p.m. and midnight for registration transactions on June 30.

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.

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 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 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.

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). For additional information, visit the CPoS website at mtsu.edu/cpos.

Financial Aid Adjustment Deadlines

July 9  Financial aid may be adjusted due to adding or dropping classes as of July 9, 2021 (includes all parts of term for the summer)

• If you drop a class before or on July 9, you may owe a balance to MTSU.
• Adding summer courses after July 9 WILL NOT increase financial aid eligibility.

Financial Aid will be adjusted based on attendance 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 academically related activity or the midpoint of the term if unknown.

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 your owing a balance to MTSU for Summer 2021. If aid is canceled or reduced, Fall 2021 federal aid may be used to repay up to $200 of this amount.

Important Financial Aid Deadline Dates for Summer 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td>Deadline to complete 2020–21 Free Application for Federal Student Aid (FAFSA) to apply for 2021 summer aid. (The federal processor must have received your application by this date.)</td>
</tr>
<tr>
<td>July 30</td>
<td>Deadline to apply for federal student Stafford or Parent PLUS Loans for 2021 summer term.</td>
</tr>
</tbody>
</table>
SUMMER 2021 CALENDAR

**Full Term** (Part of Term 1) 12 weeks
May 17–Aug. 6

May 31  Memorial Day, University closed
July 5    Holiday, University closed
Aug. 4–6  Final exams on last day of scheduled class
Aug. 8    Grading deadline, 11:59 p.m.

**3-Week A Term** (S3A) 3 weeks
May 17–June 4

May 31  Memorial Day, University closed
June 4    Final exams on last day of scheduled class
June 6    Grading deadline, 11:59 p.m.

**3-Week B Term** (S3B) 3 weeks
June 7–June 25

June 25  Final exams on last day of scheduled class
June 27    Grading deadline, 11:59 p.m.

**3-Week C Term** (S3C) 3 weeks
June 28–July 16

July 5    Holiday, University closed
July 16    Final exams on last day of scheduled class
July 18    Grading deadline, 11:59 p.m.

**3-Week D Term** (S3D) 3 weeks
July 19–Aug. 6

August 6  Final exams on last day of scheduled class
August 8    Grading deadline, 11:59 p.m.

**5-Week A Term** (S5A) 5 weeks
May 24–June 25

May 31  Memorial Day, University closed
June 24–25  Final exams on last day of scheduled class
June 27    Grading deadline, 11:59 p.m.

**5-Week B Term** (S5B) 5 weeks
July 6–Aug. 6

Aug. 5–6  Final exams on last day of scheduled class
Aug. 8    Grading deadline, 11:59 p.m.

**6-Week A Term** (S6A) 6 weeks
May 17–June 25

May 31  Memorial Day, University closed
June 24–25  Final exams on last day of scheduled class
June 27    Grading deadline, 11:59 p.m.

**6-Week B Term** (S6B) 6 weeks
June 28–Aug. 6

July 5    Holiday, University closed
Aug. 5–6  Final exams on last day of scheduled class
Aug. 8    Grading deadline, 11:59 p.m.
**Summer 2021 Important Dates**

**April 5–16**  
Summer 2021 Priority Registration

**April 9**  
Completed packets for Summer 2021 and continuing Fall 2021 graduate assistantships due in College of Graduate Studies

**April 15**  
Last day for undergraduate students to file intent to graduate and upper-division forms for **Fall 2021** graduation

**April 19**  
New summer freshmen (after advising), new summer transfer (after advising), transient, and undergraduate special students eligible to register

**April 20**  
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.

**May 17**  
Undergraduate academic appeal packets for Summer or Fall 2021 due by 4 p.m.

**May 19**  
Undergraduate Academic Appeals Committee meets at 9 a.m.

**May 20**  
Undergraduate academic appeal decisions available on PipelineMT by 9 a.m.

**May 28**  
Last day for graduate students to file intent-to-graduate forms for **Summer 2021** graduation

**May 31**  
Holiday, University closed

**June 1**  
Last day for undergraduate students to file intent-to-graduate and upper-division forms for **Spring 2022** graduation

**July 5**  
Holiday, University closed

**July 9**  
Last day for filing theses and dissertations for Summer 2021 graduation

**Aug. 2**  
Comprehensive examination results due in College of Graduate Studies

**Aug. 5**  
Last day to withdraw from the University (all classes) and receive a W or F as determined by the instructor

**Aug. 6**  
Last day to submit theses/dissertations for Fall 2021 graduation without being required to register for residency hours. Students submitting after this date must register for the fall semester.

**Aug. 7**  
Official August graduation date. Summer 2021 Commencement for all graduate and undergraduate students. See [mtsu.edu/graduation](http://mtsu.edu/graduation) for details.

**Aug. 8**  
Deadline for final grades, 11:59 p.m.
Fall 2021 Dates at a Glance

Fee-Related Deadlines

July 13  Bills available on PipelineMT. Fee payment and confirmation begin.

<table>
<thead>
<tr>
<th>Course Selection</th>
<th>Pay Fees/Confirm</th>
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<tbody>
<tr>
<td>April 5–Aug. 9*</td>
<td>Aug. 2, by mail</td>
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<tr>
<td></td>
<td>Aug. 9, 4:30 p.m., Business Office</td>
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<tr>
<td>Aug. 10–Aug. 16**</td>
<td>Aug. 9, 6:00 p.m., PipelineMT</td>
</tr>
<tr>
<td>Aug. 10–Aug. 16**</td>
<td>Aug. 16, 4:30 p.m., Business Office</td>
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<tr>
<td>Aug. 16, 6:00 p.m., PipelineMT</td>
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<tr>
<td>Aug. 17–Aug. 29**</td>
<td>Aug. 30, 4:30 p.m., Business Office</td>
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<tr>
<td>Aug. 30, 6:00 p.m., PipelineMT</td>
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<tr>
<td>Aug. 30**</td>
<td>Students must prepay in Business Office before being allowed to register late beginning this date.</td>
</tr>
<tr>
<td>Aug. 31–Oct. 14** A2 term only</td>
<td>Students registering for only Accelerated 2 courses must pay by Oct. 15, 4:30 p.m.</td>
</tr>
</tbody>
</table>

*NOTE: Class schedules will be held for deletion unless fees are paid or attendance confirmed by the fee payment deadlines above.

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

A $100 late fee will be charged to anyone who registers or reregisters on or after Aug. 23.

Aug. 13  Deadline to sign up for direct deposit for refunds to be available Aug. 23–26. Accounts set up after this date will receive refunds after the first week of class.

Aug. 17  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 Confirmation of Attendance

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 payments, visit the MT One Stop’s website: mtsu.edu/tuition/.

July 1–Aug 23  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, 2021.

July 30  TBR/LGI, UT, and state employee fee waiver participants register. Turn in form at MT One Stop (SSAC) by 4:30 p.m. Aug. 16.

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.
Fall 2021 Adding, Dropping, Withdrawing, Fee Adjustment Dates

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<tr>
<th>Part of Term</th>
<th>Last Day to Add or Register Late on PipelineMT</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1-Full Term Aug. 23–Dec. 9</td>
<td>Aug 29</td>
<td>Sept. 5</td>
<td>Oct. 27</td>
<td>Aug. 22</td>
<td>Sept. 5</td>
<td>Sept. 18</td>
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<tr>
<td>A1-Accelerated 1 Aug. 23–Oct. 8</td>
<td>Aug. 24</td>
<td>Aug. 29</td>
<td>Sept. 20</td>
<td>Aug. 22</td>
<td>Aug. 28</td>
<td>Sept. 3</td>
<td>9</td>
</tr>
</tbody>
</table>

*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 spring 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.

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 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) 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 renewal policy, and general financial aid information, visit [mtsu.edu/financial-aid](http://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](http://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](http://mtsu.edu/financial-aid/scholarships/tels.php). For additional information, visit the TSAC website at [tn.gov/collegepays](http://tn.gov/collegepays).

**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](http://mtsu.edu/cpos).

### Financial Aid Adjustment Deadlines

<table>
<thead>
<tr>
<th>Part of Term</th>
<th><em>Financial aid may be adjusted due to adding, dropping, or withdrawing from all classes as of the census date</em>* (May owe a balance to MTSU)</th>
<th>*Financial aid may be prorated due to dropping classes or withdrawing from all classes (May owe a balance to MTSU)</th>
<th>*Earn 100% of financial aid even if classes are dropped or you withdraw from all classes (May be affected by attendance reporting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–Full Term</td>
<td>Sept. 5**</td>
<td>Aug. 23–Oct. 23</td>
<td>Oct. 24–Dec. 9</td>
</tr>
<tr>
<td>Aug. 23–Dec. 9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1–Accelerated 1 Term</td>
<td>Sept. 5**</td>
<td>Depends on enrollment. Contact MT One Stop (SSAC).</td>
<td>Depends on enrollment. Contact MT One Stop (SSAC).</td>
</tr>
<tr>
<td>Aug. 23–Oct. 8</td>
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<td></td>
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</tr>
<tr>
<td>A2–Accelerated 2 Term</td>
<td>Sept. 5**</td>
<td>Depends on enrollment. Contact MT One Stop (SSAC).</td>
<td>Depends on enrollment. Contact MT One Stop (SSAC).</td>
</tr>
<tr>
<td>Oct. 13–Dec. 9</td>
<td></td>
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</table>

*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 the midpoint of the semester if unknown.

**NOTE:** Lottery scholarship recipients cannot change enrollment status after this date and retain the scholarship. Federal financial aid may be adjusted for the fall semester based on the number of hours enrolled as of Sept. 5. This includes all parts of the term, i.e., 1-Full Term, A1-Accelerated 1, and A2-Accelerated 2. Adding courses after Sept. 5 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.

### Deadline to Apply for Loans for Fall 2021

<table>
<thead>
<tr>
<th>Dec. 2, 2021</th>
<th>Deadline to apply for federal student Stafford and Parent PLUS Loans</th>
</tr>
</thead>
</table>
**FALL 2021 CALENDAR**

**April 2021**
- April 5–16  Fall 2021 Priority Registration
- April 15  Last day for undergraduate students to file intent-to-graduate and upper-division forms for Fall 2021 graduation
- April 19  Transient and undergraduate special students eligible to register
- April 24  New transfer orientation (CUSTOMS)

**May 2021**
- May 11  New transfer orientation (CUSTOMS)
- May 13–14  New freshmen orientation (CUSTOMS)
- May 19–20  New freshmen orientation (CUSTOMS)
- May 25–26  New freshmen orientation (CUSTOMS)
- May 28  New transfer orientation (CUSTOMS)
- May 31  Memorial Day holiday, University closed

**June 2021**
- June 1  Last day for undergraduate students to file intent-to-graduate and upper-division forms for Spring 2022 graduation
- June 2–3  New freshmen orientation (CUSTOMS)
- June 8–9  New freshmen orientation (CUSTOMS)
- June 11  New transfer orientation (CUSTOMS)
- June 18–19  New freshmen orientation (CUSTOMS)
- June 22  New transfer orientation (CUSTOMS)
- June 24–25  New freshmen orientation (CUSTOMS)
- June 29–30  New freshmen orientation (CUSTOMS)

**July 2021**
- July 5  Holiday, University closed
- July 13  New transfer orientation (CUSTOMS)
- July 14  Parking permits may be obtained after fees paid.
- July 15–16  New freshmen orientation (CUSTOMS)
- July 23–24  New freshmen orientation (CUSTOMS)
- July 27–28  New freshmen orientation (CUSTOMS)

**August 2021**
- Aug. 2  New freshmen who did not attend CUSTOMS eligible to register (after advising)
- Aug. 5  New transfer orientation (CUSTOMS)
- Aug. 9  New transfer students who did not attend CUSTOMS eligible to register (after advising)
- Aug. 16  Undergraduate academic appeal packets for Fall 2021 due by 4 p.m.
- Aug. 18  Undergraduate Academic Appeals Committee meets at 9 a.m.
- Aug. 19  Undergraduate academic appeal decisions available on PipelineMT by 9 a.m.
- Aug. 23  Classes begin

**September 2021**
- Sept. 3  Last day for graduate students to file intent-to-graduate forms for Fall 2021 graduation
- Sept. 6  Labor Day holiday, University closed

**October 2021**
- Oct. 2–8  Midterm exams should be scheduled before students leave for break.
- Oct. 9–12  Fall break, no classes
- Oct. 15  Written master’s and specialist’s comprehensive exams begin.

**November 2021**
- Nov. 1–12  Spring 2022 Priority Registration
- Nov. 12  Last day for Fall 2022 graduates to file their theses/dissertations
- Nov. 24  No classes
- Nov. 25–27  Thanksgiving holiday, University closed
**Fall 2021 Calendar (continued)**

**December 2021**

**Dec. 1**  Last day of classes

Comprehensive exam results due back to College of Graduate Studies

Deadline for undergraduate students to file intent-to-graduate forms for Summer 2022 graduation

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

**Dec. 2**  Study Day: No classes, exams, or mandatory meetings

**Dec. 3–9**  Final exams

**Dec. 10**  Last day to submit theses/dissertations for Spring 2022 graduation without being required to register for residency hours. Students submitting after this date must register for the spring semester.

**Dec. 11**  Official December graduation date. Fall 2021 Commencement for all graduate and undergraduate students. See mtsu.edu/graduation for details.

**Dec. 12**  Deadline for final grades, 11:59 p.m.

**January 2022**

**Jan. 10**  Undergraduate academic appeal packets due by 4 p.m.

**Jan. 12**  Undergraduate Academic Appeals Committee meets at 9 a.m.

**Jan. 13**  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 that 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) 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.

**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.

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 20 or July 13, 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 2021 must complete the academic appeal packet and return it to MT One Stop no later than 4 p.m. Monday, May 17, 2021. The Academic Appeals Committee meets on Wednesday, May 19, 2021. At the May 2021 Academic Appeals Committee meeting, students may appeal to return for the Summer or Fall 2021 term. Students waiting to appeal in August 2021 to return in Fall 2021 must submit the packet by 4 p.m. Monday, August 16, 2021. The Academic Appeals Committee will meet on Wednesday, August 18, 2021. 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:

<table>
<thead>
<tr>
<th>GPA Hours</th>
<th>Overall Combined GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>00–29.99</td>
<td>1.50</td>
</tr>
<tr>
<td>30–49.99</td>
<td>1.80</td>
</tr>
<tr>
<td>50 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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 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.

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 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 to records@mtsu.edu or in person to 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.
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 Records 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 federal aid eligible 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 if a student has engaged in the course 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 the midpoint semester date if unknown. Nonparticipation 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, 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 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=31, Academic Policies and Procedures, 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. Effective Fall 2021: In addition to federal aid, all state aid and MTSU guaranteed scholarships will adhere to CPoS rules. Dropping or not attending 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.

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 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 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.

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 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) is maintaining 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. 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.

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 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.

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: 8:00 a.m.–9:00 p.m.
- Friday: 8:00 a.m.–4:30 p.m.
- Saturdays: 10:00 a.m.–4:00 p.m.
Operating hours are modified during the summer semester and the winter session and will be posted at mtsu.edu/itd.

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 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.

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.
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.

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 Room 103A in Kirksey Old Main 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 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 and not used for personal gain, e.g., 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 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 will need to complete the Selective Service Verification form, which you can obtain at MT One Stop (SSAC) or at mtsu.edu/mtosforms.

Transcript Requests
Transcripts may be ordered through PipelineMT > Registration & Student Records > Academic Records > 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 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, 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 Veteran 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 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.

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 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.
### Final Exam Schedule for Fall, Dec. 3–9, 2021

#### Monday, Wednesday, Friday

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

**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

<table>
<thead>
<tr>
<th>Class time</th>
<th>Exam day</th>
<th>Exam time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:20–7:45 a.m.</td>
<td>Thursday, Dec. 9</td>
<td>7:30–9:30 a.m.</td>
</tr>
<tr>
<td>8:00–9:25 a.m.</td>
<td>Tuesday, Dec. 7</td>
<td>8:00–10:00 a.m.</td>
</tr>
<tr>
<td>9:40–11:05 a.m.</td>
<td>Thursday, Dec. 9</td>
<td>10:00 a.m.–Noon</td>
</tr>
<tr>
<td>11:20 a.m.–12:45 p.m.</td>
<td>Tuesday, Dec. 7</td>
<td>10:30 a.m.–12:30 p.m.</td>
</tr>
<tr>
<td>1:00–2:25 p.m.</td>
<td>Thursday, Dec. 9</td>
<td>1:00–3:00 p.m.</td>
</tr>
<tr>
<td>2:40–4:05 p.m.</td>
<td>Tuesday, Dec. 7</td>
<td>3:30–5:30 p.m.</td>
</tr>
<tr>
<td>4:20–5:45 p.m.</td>
<td>Thursday, Dec. 9</td>
<td>3:30–5:30 p.m.</td>
</tr>
<tr>
<td>6:00–7:25 p.m.</td>
<td>Tuesday, Dec. 7</td>
<td>6:00–8:00 p.m.</td>
</tr>
<tr>
<td>7:40–9:05 p.m.</td>
<td>Thursday, Dec. 9</td>
<td>8:30–10:30 p.m.</td>
</tr>
</tbody>
</table>

#### Classes Meeting One Day a Week:

**Monday, Dec. 6; Tuesday, Dec. 7; Wednesday, Dec. 8; Thursday, Dec. 9**

<table>
<thead>
<tr>
<th>Class meeting time:</th>
<th>Exam time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:40–5:40 p.m.</td>
<td>3:30–5:30 p.m.</td>
</tr>
<tr>
<td>4:30–7:30 p.m.</td>
<td>6:00–8:00 p.m.</td>
</tr>
<tr>
<td>5:15–8:15 p.m.</td>
<td>6:00–8:00 p.m.</td>
</tr>
<tr>
<td>6:00–9:00 p.m.</td>
<td>6:00–8:00 p.m.</td>
</tr>
<tr>
<td>7:45–10:45 p.m.</td>
<td>8:30–10:30 p.m.</td>
</tr>
</tbody>
</table>

**Evening Classes:** Exams for evening classes not listed above will be Dec. 3–9 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 or correspondence course has any meetings or proctored exams.

**Saturday Classes:** Exams are Saturday, Dec. 4, 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. 3–9.
## GENERAL EDUCATION REQUIREMENTS

 mtu.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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>Research and Argumentative Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Students with a Prescribed English requirement take ENGL 1010K.

**Prescribed prerequisites:** READ 1000K; ENGL 1010

**COMM 2200** Fundamentals of Communication 3 hours

### HISTORY (6 hours - choose two)

Students with a US History high school deficiency must complete six hours from HIST 2010, 2020, or 2030.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2010</td>
<td>Survey of United States History I</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 2020</td>
<td>Survey of United States History II</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students with Reading Prescribed requirement take READ 1000K and Corequisite HIST 2020L or 2050L.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2030</td>
<td>Tennessee History</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 2040</td>
<td>Survey of African American History I</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 2050</td>
<td>Survey of African American History II</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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).**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2210</td>
<td>Introduction to World Prehistory</td>
<td>3</td>
</tr>
<tr>
<td>ART 1030</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 1920</td>
<td>Survey of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DANC 1000</td>
<td>Introduction to Dance</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 2020*</td>
<td>Themes in Literature and Culture</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 2030*</td>
<td>The Experience of Literature</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1010</td>
<td>Survey of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1020</td>
<td>Survey of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1110</td>
<td>Survey of World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1120</td>
<td>Survey of World Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 2610*</td>
<td>World Literatures</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUHL 1610</td>
<td>The World of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1030</td>
<td>Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1030</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Prescribed prerequisites: ENGL 1010K and READ 1000K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THEA 1030</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
</tbody>
</table>
### 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).  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAS 2100</td>
<td>Introduction to African American Studies</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 2010</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2410</td>
<td>Principles of Economics, Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2420</td>
<td>Principles of Economics, Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 2000</td>
<td>Introduction to Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GS 2010</td>
<td>Introduction to Cross-Cultural Studies</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 1530/1531</td>
<td>Health and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>JOUR/EMC/RIM 1020</td>
<td>American Media and Social Institutions</td>
<td>3</td>
</tr>
<tr>
<td>PS 1005</td>
<td>Introduction to American Politics</td>
<td>3</td>
</tr>
<tr>
<td>PS 1010</td>
<td>Introduction to Global Politics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1410</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RS 2030</td>
<td>Religion and Society</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1010</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2010</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 1030/1031</td>
<td>Exploring the Universe</td>
<td>4</td>
</tr>
<tr>
<td>BIOR 1030/1031</td>
<td>Exploring Life</td>
<td></td>
</tr>
<tr>
<td>BIOR 1110/1111</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOR 2010/2011</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOR 2020/2021</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1010/1011</td>
<td>Introductory General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1030/1031</td>
<td>Chemistry for Consumers</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1110/1111</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 1030/1031</td>
<td>Introduction to Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 1040/1041</td>
<td>Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 1030/1031</td>
<td>Introduction to Earth Science</td>
<td></td>
</tr>
<tr>
<td>PHYS 1110</td>
<td>Discovering Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2010/2011</td>
<td>Non-Calculus-Based Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2110/2111</td>
<td>Calculus-Based Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PSCI 1030/1031</td>
<td>Topics in Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>PSCI 1130/1131</td>
<td>Contemporary Issues in Science</td>
<td>4</td>
</tr>
</tbody>
</table>
For a map of campus visit mtsu.edu/maps/docs/CampusMap.PDF
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. Effective Fall 2021: In addition to federal aid, all state aid and MTSU guaranteed scholarships, will adhere to CPoS rules. Dropping or not attending 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 the MTSU community. 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.

• MTSU no longer offers TN eCampus courses; we will still honor and recognize courses taken through the program toward applicable degree requirements. Any questions can be directed to your academic advisor.

• 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.