

ACADEMIC ADVISING: a shared responsibility between students, faculty, & college advisors. The purpose of Academic Advising is to aid you in defining, planning, and progressing toward your educational goals. Understanding your role in the advising process is key to your success at MTSU.

THROUGH ADVISING STUDENTS WILL...

- 1. Recognize skills gained from a Liberal Arts degree
- 2. Understand academic policies and procedures
- 3. Identify and use University resources
- 4. Develop educational, professional, and personal goals
- 5. Use advising tools to stay informed of degree requirements
- 6. Embrace growth and life-long learning needed to be a global citizen

ADVISOR RESPONSIBILITIES

- Be accessible during office hours
- Provide welcoming, inclusive, & open communication
- Promote empowerment, responsibility, & accountability
- Offer academic guidance & support
- Maintain academic records & confidentiality
- Connect classroom skills to real world applications
- Assist in academic planning & course selection
- Be aware of campus resources & services
- Stay up-to-date on regulations, policies, & requirements that affect academic performance

SUCCESS

STUDENT RESPONSIBILITIES

- Act respectfully & professionally in person & in emails
- Be responsible, accountable, & proactive
- Use MT email to communicate with faculty & staff
- Check MT email regularly & reply promptly
- Regularly meet with academic & faculty advisors
- Come fully prepared for all advising appointments
- Communicate openly & honestly
- Track academic progress through DegreeWorks
- Be knowledgeable of regulations, policies, & requirements

EXPLORE
YOUR WORLD

ENGAGE
YOUR MIND

ENRICH
YOUR LIFE

EARN
A LIVING

ADVISING TIMELINE

AUGUST & JANUARY

- Add/drop classes from schedule before the deadline
- Review & finalize process for transfer credit
- Contact College Advisor if you change your schedule or have questions
- Confirm & pay in Pipeline
- Review all academic policies provided in the undergraduate catalog
- Review course syllabi

SEPTEMBER & FEBRUARY

- Schedule (via email) an introductory meeting with Faculty Advisor
- Meet with professors during their office hours
- Notify College Advisor & OneStop if you plan to withdraw from a class
- Explore career, study abroad, & internship options
- Visit the Writing Center & tutoring in preparation for midterm exams
- Students with 75+ hours meet with College Advisor

OCTOBER & MARCH

- Find assigned registration date & time on Pipeline
- Address any holds on account on Pipeline
- Schedule a registration meeting with College or Faculty Advisor via the online calendar
- Select class options before registration meeting
- Prepare for registration meeting (reference your major/minor requirements)
- Check midterm grades in Pipeline

NOVEMBER & APRIL

- Register for classes at assigned day and time
- Confirm date, time, & location for all final exams
- See College or Faculty Advisor about scheduling or registration questions

DECEMBER & MAY

- Check final grades in Pipeline
- Schedule an appointment with College Advisor if needed
- Verify confirmation & payment deadlines

LIBERAL ARTS SKILLS EMPLOYERS WANT*

1. Collaborate with diverse individuals and groups
2. Research, gather, and present data
3. Employ effective verbal and written communication
4. Integrate multiple disciplines to solve problems
5. Add creative ideas to data-rich workflow



* <https://www.forbes.com/sites/georgeanders/2015/07/29/liberal-arts-degree-tech/>

Degree Terms

Academic Calendar: Term-specific information for each semester, including dates, deadlines, and university holidays.

Catalog: Online University publication listing all programs of study, degree requirements, course descriptions, and academic policies and procedures.

Degree Requirements: Components that make up a degree, including General Education, Major, Minor, and Elective courses. Each degree has different requirements, which can be found on the online University catalog. All Bachelors degrees require a minimum of 120 credit hours at MTSU.

General Education (Gen Ed): Set of core courses that must be completed by all degree-seeking students at MTSU. These classes are designed to provide students with a diverse and interdisciplinary knowledge base that complements and supports their academic major.

Credit Hour: Value assigned to each course depending on the amount of time spent in class each week. Generally, one credit is assigned for each 50-minute lecture hour per week. Students must enroll in 12 or more credit hours each semester to be full-time.

Prescribed course: Provides additional learning support to assist students in achieving academic success. All entering degree-seeking students will be assessed for prescribed course placement.

Advising Terms

Assigned Advisor: Academic and Faculty advisors assigned to students to assist them throughout their academic careers. These advisors work with students to assist in determining academic progress, selecting courses, and evaluating career and major options. A student's assigned advisors can be located in PipelineMT.

College Advisor (or Academic Advisor): Professionally trained academic staff member assigned to assist, support, and help students navigate college from Day 1 through graduation.

Faculty Advisor: Assigned faculty member who provides in-depth academic guidance on particular areas of study.

Registration Terms

Assigned registration time: When students can register for the next semester. This time will be specified in PipelineMT.

Co-requisite: Course that must be taken at the same time as another specified course.

CRN (Course Reference Number): Five-digit number identifying a specific course section when registering.

Hold: Prevents a student from registering and/or receiving their transcript until the issue is resolved. Examples include unpaid bills, parking tickets, and failure to schedule and attend a mandatory academic advising meeting (such as students with 30 or less credit hours, new transfers, or veterans).

Prerequisite: Specific course or requirement that must be completed before taking the next sequential course.

Priority Registration: Designated time period for students to register for the next semester based on credit hours.

