

Bring page 1 with you to your Advising/Registration meeting.

Complete **page 1** with the assistance of an advisor.

Name of Major: _____

Faculty/College or ASC Advisor signature:

List of Recommended Courses for next semester:

Pages 2-8 are to be completed by viewing the Advising/Registration powerpoint presentation.

Advising/Registration Summary Worksheet

1. What are the various types of advisors on campus?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

If you are **UNDECIDED**, you have an advisor in the **Academic Support Center (McFarland-Phone 898-2339)**, determined by your last name.

Circle your undeclared advisor's name.

Horace Stogner	A - B
Mark Templeton	C
Becca Seul	D - F
Jon Scarlett	G - H
Luther Buie	I - L
Shelly Johnson	M - O
Heather Arrington	P - R
Gia Jones	S - T
Tyler Henson	U - Z

If you have already decided on a **major** see the table below for your college advisor.

Circle your major advisor.

College Advisors

Brelinda Johnson	College of Education and Behavioral Science	Jones Hall 117 Phone: 898-5086	Page 201 in the catalog
June Adams		Jones Hall LRC 171 Phone: 898-5153	
Judy Albakry	College of Liberal Arts	Todd 221 A Phone: 898-5089	Page 243 in the catalog
Lucy Langworthy		Todd 221 B Phone: 494-7785	
Jennifer Danylo	College of Basic and Applied Science	Jones Hall 119 Phone: 898-5087 Phone: 494-7874	Page 105 in the catalog
Jennifer Braswell	Pre-Professional	DJB 241 Phone: 898-5465	Page 118-123 in the catalog
Sarah Jackson	College of Mass Communication Recording Industry	MCB 238A Phone: 898-5945	Page 327 in the catalog
Hattie Traylor	College of Mass Communication EMC/Journalism	MCB 238B Phone: 898-5668	Page 315-325 in the catalog
Gretchen Leming Amanda Chambers Paula Calahan	College of Business	BAJ N 219 Phone: 898-2764	Page 173 in the catalog
Helen Gleason	College of Nursing	CKNB 247 B Phone: 494-8791	Page 164 in the catalog
Laura Clippard	Honors College	Honors room 227 Phone:898-5464	Honors
Tammy Bryant	RODP A - C	FAIR 004 Phone: 898-2121	RODP
Sonja Burk	RODP D - L	McFarland Phone: 898-5200	RODP
Sumer Patterson	RODP M - Z	West College Phone: 904-8398	RODP

2. When is priority registration for Spring 2010? _____
3. The first day of class for the Spring 2010 semester is _____.
4. The deadline for fee payment for your Spring 2010 classes is _____.
5. What happens if your fees are not paid by the fee payment deadline?
_____.
6. What is your MTSU email? _____
7. How often do you check your MTSU e-mail? _____

Advisors, Financial Aid, Records, and the Business Office send vital e-mails to your MTSU account. By checking your MTSU e-mail at least once a week you may avoid holds that could stop you from registering for classes.

General Education

8. How many hours are required in order to graduate from MTSU? _____
9. What three areas comprise a degree at MTSU?
 - 1) _____
 - 2) _____
 - 3) _____
10. How many hours do I need to be a sophomore? _____
11. How many hours do I need to be a junior? _____
12. How many hours do I need to be a senior? _____
13. What is mtsureview.com? _____

Navigating RaiderNet

Step 1: Log onto PipelineMT using your **password** and **username**.

Step 2: Click on RaiderNet tab.

How do I locate my advisor?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Assigned Advisor

Question: Write the name of your advisor including contact information: _____

When should I call and make an appointment with my academic advisor? Your assigned week-ask your UNIV 1010 instructor

How do I View My Major?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Student Information

Step 4: Select term

Question: What is your major: _____

If your major is incorrect you can change it by completing the following steps below:

Step 1: Click on Change of Major/ Program

Step 2: Complete the form

Step 3: Contact the department to receive a faculty advisor

How do I find my registration date and time on RaiderNet?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Assigned Registration Time

Question: What day and time are you scheduled to register for the Spring 2010 term? Day: _____

Time: _____

How do I look up classes?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Look Up Classes

Step 3: Under Search by Term- Click on Spring 2010- Hit Submit

- You should see Subject, Course Reference Number, Title, Schedule Type, Credit Range etc.

Step 4: Across from Subject – Using the scroll bar locate the course you wish to search for. For example, let’s use the subject English (MTSU & RODP) to search .

Step 5: Locate Course Number. Across from Course Number type the 4 digit course identification number. For example let’s use 2030. We have now informed the computer to search for English 2030.

Step 6: Scroll to Campus. Across from Campus click on Middle Tennessee Main Campus. Highlight this box if you want to view only courses offered on the campus of MTSU.

Step 7: Scroll to Course Level. Across from Course level click on undergraduate to tell the computer you wish to look for undergraduate courses.

Step 8: Hit Class Search- The next page should display all ENGL 2030 courses. Your first CRN number will be 14481

CRN number is course reference number

How do I register for classes?

Step 1: To register for this course place your cursor in the box located under select and click the mouse. This should place a check in the box.

Step 2: Scroll to the bottom of the page and locate “Register”. Hit “register” to enroll in this course.

How do I drop classes?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Add or Drop Classes

Step 4: Under the action button locate the scroll bar and change it from “none” to “drop”

Step 5: **(Do Not do this step unless you wish to drop a course at this time)**

Hit Submit Changes

How do I view holds?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on View Holds

Question: Do you have any holds at this time? _____

If yes, what office is the hold with? _____

How do I get a copy of my grades?

- Step 1: Click on Student
- Step 2: Click on Student Records
- Step 3: Click on Final Grades
- Step 4: Select academic term fall or spring
- Step 5: Grades will appear

Question: What is your overall gpa? _____

Question: How many hours have you earned overall? _____

How do I get an unofficial copy of my transcript?

- Step 1: Click on Student
- Step 2: Click on Student Records
- Step 3: Click on Transcript
- Step 4: Transcript will appear- hit submit

Question: How many semesters are recorded on your transcript? _____

Question: How many hours are recorded for the semester you are currently enrolled in? _____

How do I update my contact information?

Step 3: Click on Personal Information

Check the information for any changes to your address or phone number.

If you need to update your address and phone number click on Update Address and Phone. Scroll down until you see Type of address to insert.

How do I see how much Financial Aid I received?

- Step 1: Click on Financial Aid
- Step 2: Click on Award for Aid Year
- Step 3: Click on Award Overview to view how much money you received for fall and spring semesters.

Question: List the name of the award (scholarship, grants) you received for the spring and fall terms. _____

Lottery Scholarship- <http://financialaid.web.mt;u.edu/>

1. If you are receiving a Lottery Scholarship and fail a course, will the second grade fully replace the first grade attempt? _____

2. If you register for 12 hours and drops a class after the 14th day, will you remain eligible for the lottery scholarship? _____

3. If you are enrolled in 15 hours and only pass 12 hours, will the other three hours be included in determining the Lottery eligibility? _____

4. What are earned hours? _____

5. What are attempted hours? _____

6. Will the Hope Scholarship cover summer school? If so how?

7. If you take summer classes will these grades be applied to the Lottery GPA?

8. How long will you continue to receive the lottery scholarship?

9. In order to receive the lottery how many hours must you be enrolled in for each semester? _____

10. Pertaining to the lottery scholarship, what option do you have if you fail or have a poor grade for one course?

11. List the check points for the lottery scholarship (hint-there are 5)

Financial Aid Counselors

Robbie Snapp	A – B	rsnapp@mtsu.edu
LeAnne Eaton	C	leaton@mtsu.edu
Tammy Anthony	D, E, K, P	tanthony@mtsu.edu
David Hutton	F	dlhutton@mtsu.edu
Celia Bradley	G, H, I	cbradley@mtsu.edu
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