

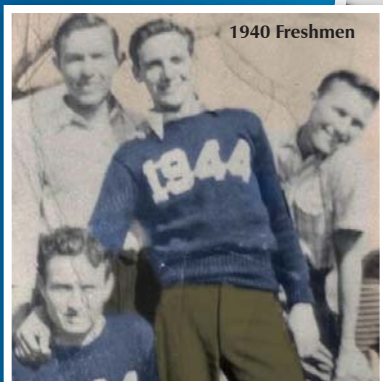
Blue Raider

2011–2012 Planner and Handbook

100

MIDDLE TENNESSEE
STATE UNIVERSITY

1911 ~ 2011



1911 Faculty and Student body

BLUE RAIDER PLANNER/HANDBOOK

RESOURCES

Table of Contents

Campus Map	2-3
President's Welcome	4
Welcome from Student Affairs	5
Mission Statement.....	6
Academic Master Plan	7
History of MTSU	8
Phone Numbers.....	9
Problems Resolution	14
Academic Advising.....	15
Tutorial Services	17
Resources: A to Z.....	18
Campus Population Data	86
MTSU Judicial Affairs Statistics	87
MTSU Annual Crime on Campus Report.....	88

This book belongs to

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____



A Tennessee Board of Regents University

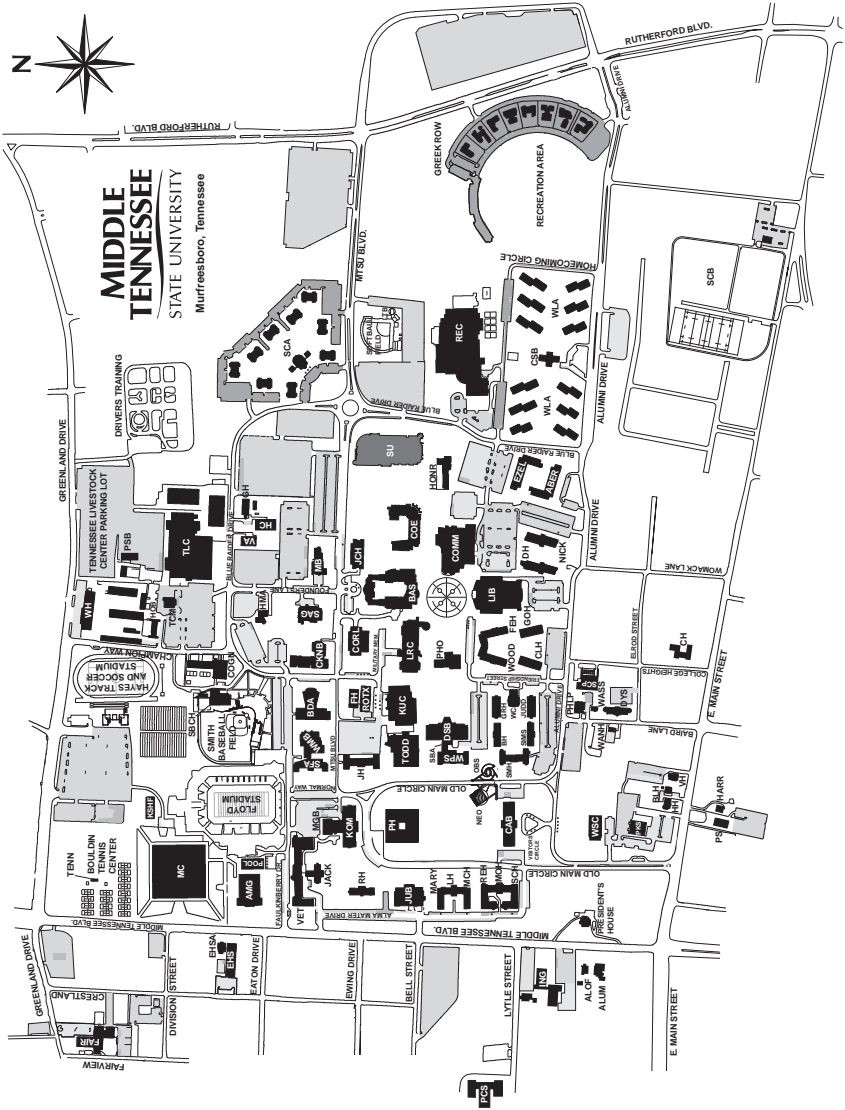
MTSU is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities. SA055-0211

The information in this book was the best available at press time. Watch for additional information and changes.

Produced by MTSU Creative and Visual Services. Images courtesy of MTSU Photographic Services and the Gore Research Center.

© 2011 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc. 2880 U.S. Hwy. 231S, Suite 200, Lafayette, IN 47909-2874 • sdi@schooldatebooks.com



CAMPUS MAP LEGEND

ABER	Abernathy Hall	HOB	Holmes Building (Maintenance Complex)	RH	Rutledge Hall
ALOF	Alumni Office	HONR	Paul W. Martin Sr. Honors Building	ROTX	ROTC Annex
ALUM	Alumni House	ING	Sam H. Ingram Building	SAG	Stark Agribusiness and Agriscience Center
AMG	Alumni Memorial Gym	JACK	Tom H. Jackson Building	SBA	Strobel Biology Annex
BAS	Business and Aerospace Building	JCH	Jim Cummings Hall	S BCH	Stephen B. Smith Baseball Club-house
BDA	Boutwell Dramatic Arts Building	JH	Jones Hall	SCA	Scarlett Commons Apartments 1-9
BH	Beasley Hall	JUB	James Union Building	SCB	Sports Club Complex
BLH	Black House, 1417 E. Main (TCWNHA)	JUDD	Judd Hall	SCH	Schardt Hall
CAB	Cope Administration Building	KOM	Kirksey Old Main	SCP	Satellite Chiller Plant
CH	College Heights Building	KSHF	Rose and Emmett Kennon Sports Hall of Fame	SFA	Saunders Fine Arts Building
CKNB	Cason-Kennedy Nursing Building	KUC	Keathley University Center	SIMS	Sims Hall
CLH	Clement Hall	LH	Lyon Hall	SMH	Smith Hall
COE	College of Education Building	LIB	James E. Walker Library	SU	Student Union Building (under construction)
COGN	Central Utility Plant/Cogeneration Plant	LRC	Ned McWhorter Learning Resources Center	TB	Telescope Building
COMM	John Bragg Mass Communication Building	MARY	Miss Mary Hall	TENN	Buck Bouldin Tennis Center
CORL	Corlew Hall	MB	McFarland Building	TCM	Telecommunications Building
CSB	Central Services Building (Day Care Center)	MC	Murphy Center	TLC	Tennessee Livestock Center
DH	Deere Hall	MCH	McHenry Hall	TODD	Andrew L. Todd Hall
DSB	Davis Science Building	MGB	Midgett Building	VA	Vocational Agriculture
DYS	Tennessee Center for the Study and Treatment of Dyslexia	MOH	Monohan Hall	VH	Vaughn House, 1421 E. Main (Dept. of Criminal Justice Admin.)
EHS	Ellington Human Sciences Building	NEO	Naked Eye Observatory	VET	Voorhies Engineering Technology
EHSA	Ellington Human Sciences Annex	NICK	Nicks Hall	WANH	Wansley House (Internal Audit)
EZEL	Ezell Hall	OBS	Observatory	WASS	Wassom House (Budget Office)
FAIR	Fairview Building	PCS	Homer Pittard Campus School	WC	Woodmore Cybercafe
FEH	Felder Hall	PH	Peck Hall	WH	Warehouse (Maintenance Complex)
FH	Forrest Hall	PHLP	Project Help	WLA	Womack Lane Apartments A-L
GH	Greenhouse	PHO	Photography Building	WMB	Wright Music Building
GOH	Gore Hall	PKS	Parking Services Building, 1403 E. Main	WOOD	Wood Hall
GRH	Gracy Hall	POOL	Natorium	WPS	Wiser-Patten Science Hall
HARR	Harrison House, 1416 E. Main (Center for Historic Preservation)	PS	Public Safety, 1412 E. Main	WSC	Wood-Stegall Center (Development and University Relations)
HC	Horticulture Facility	PSB	Printing Services Building		
HH	Haynes House, 1411 E. Main	REC	Health, Wellness, and Recreation Center (Health Services located inside the HWRC)		
HMA	Housing Maintenance Annex	REH	Reynolds Hall		

FROM THE UNIVERSITY PRESIDENT



Welcome to Middle Tennessee State University! This is a very special time in the University's history as we pass a significant milestone. Our doors opened on Monday, September 11, 1911, as Middle Tennessee State Normal School with only 125 students, 18 teachers, and four buildings. You can be a part of the Centennial celebration this academic year as we explore the theme "Traditions of Excellence" and look at how we've changed with the times.

This is a wonderful time to become part of **Tennessee's Best** comprehensive university, known for caring deeply about its students and employees. With an enrollment of more than 26,000 students,

MTSU is the largest undergraduate university in Tennessee. Even with increasing admissions requirements for new students, the University has experienced significant enrollment growth. During the past decade, MTSU has been the institutional leader in educating the best and brightest students in the middle Tennessee region and has traditionally been the number-one choice of valedictorians and salutatorians. In recent rankings by *Forbes Magazine* and *Princeton Review*, MTSU was listed among the best. The Paul W. Martin Sr. Honors Building is a state-of-the-art facility that was built specifically to attract exceptionally talented undergraduate students to the University.

As you explore our university, you will find a variety of nationally recognized academic degree programs available for your consideration. We offer programs at the baccalaureate, master's, and doctoral levels. In addition, the University offers many co-curricular programs and cultural and artistic activities for students and community members. As an academic community, we enthusiastically embrace our past, celebrate our present accomplishments, and effectively plan for the future.

I invite and encourage you to experience campus life to the fullest as you prepare for your future. Be a part of the MTSU tradition: participate in campus activities, join a student organization, enjoy concerts and plays, attend Blue Raider athletic events. I wish you well during this Centennial year as you experience "Traditions of Excellence."

Sincerely,

A handwritten signature in black ink that reads "Sidney A. McPhee". The signature is written in a cursive style.

Sidney A. McPhee
President

WELCOME FROM STUDENT AFFAIRS



Welcome to Middle Tennessee State University! We are looking forward to your arrival on our campus, and the staff of the Division of Student Affairs, Enrollment, and Academic Services stands ready to assist you as you navigate through your first year of studies.

As a new student, you probably hope to find a secret to success at MTSU. If you ask the students who have come before you, they will tell you that just a few important decisions will fundamentally shape your academic and personal satisfaction at this university.

First, be committed to your coursework! Attend every class, and come prepared by having completed all reading and assignments. Successful students will

tell you that it is much, much easier to stay caught up than to let your coursework slide with the hope of catching up later. With the sort of busy schedule our students maintain, it's more than likely that time to catch up later will never come! Even though you may be nervous, ask questions in class and participate in discussions. And be sure to stop by your professor's office at least once or twice each semester to ask follow-up questions and to get to know him or her. Establishing relationships with your professors is a major key to success.

Second, find your assigned academic advisor and get to know him or her. Your academic advisor will help you select the right classes to get through the curriculum on time and without costly missteps. Taking the wrong class at the wrong time can set back your whole program or make it much more difficult to be admitted to your upper-division program. There's no excuse for not seeing your academic advisor at least twice each semester. If you are not sure who your advisor is, call the University College Advising Center at 898-2339 to find out.

Finally, get involved on campus! MTSU students will tell you that finding an out-of-class activity that you love, doing some volunteer work, or joining a club or organization will make all the difference to your college career. Every student can anticipate hitting a rough patch once or twice along the road to a college degree, and having a group of friends who are sharing your MTSU experience can help make sure you maintain some balance and perspective.

You've made a great choice in deciding to become a Blue Raider. You are going to be changed by becoming a part of this community, and we will, in turn, be changed by you. I hope the information contained in this planner will help you learn more about the opportunities and services available. I look forward to meeting you soon.

Sincerely yours,

A handwritten signature in black ink that reads "Debra Sells". The signature is written in a cursive, flowing style.

Debra Sells

Vice President for Student Affairs and

Vice Provost for Enrollment and Academic Services

STATEMENT OF MISSION

Middle Tennessee State University unites the closeness of a small college with the opportunities of a large dynamic public university where students explore their intellectual potential and realize the promise in their futures. Grounding students in the arts and sciences, the University offers an integrated, technological, innovative education that prepares leaders for the economic, political, civil, and social life of the region and beyond.

The University is dedicated to promoting openness and educating a diverse student body from across the nation and around the world through comprehensive undergraduate and select master's and doctoral programs. MTSU prepares students to live productively and to become lifelong learners; to employ scientific knowledge and an understanding of culture and history; to think logically, critically, and creatively; to communicate clearly; to make sound judgments; to acquire working knowledge of a discipline or group of related disciplines; and to participate as citizens in the global community. The MTSU community creates knowledge through research and uses scholarship to enhance teaching and public service.

The University fosters an environment conducive to learning and personal development; recruits exceptional faculty and maintains support services to assist instruction; provides resources to encourage research, creative activity, and service; develops individual, corporate, and public support; encourages excellence in athletics and recreational activities; establishes academic partnerships that support student-centered learning; works continually to strengthen and enhance the academic core; and supplies resources to accomplish its mission.

A major public institution of higher learning, MTSU is a member of the State University and Community College System of Tennessee.

Vision

The Academic Master Plan creates a strategic blueprint that defines the University's vision, underscoring MTSU's commitment to leadership in higher education and to building Tennessee's future. It commits the University to achieving excellence in academics and to advancing student-centered learning. To this end, the University employs emerging technologies while honoring a sense of community, history, and tradition. Selective new academic programs strengthen partnerships with appropriate constituencies.

Approved December 2004

ACADEMIC MASTER PLAN

Middle Tennessee State University's Academic Master Plan, updated in 2007, continues the theme of the 2001 plan with "Building on the Blueprint." In 2011, MTSU will celebrate the centennial of its founding. As the University commemorates its past with pride, it also looks to the future with anticipation. MTSU seeks to assure that an increasingly diverse group of students and faculty members will continue to develop relationships that promote the sense of community that the initial group of 18 professors and 125 students first established on the campus in 1911.

The University continues to believe that the goals of enhancing academic quality, supporting student-centered learning, and promoting partnerships with other entities to enhance educational, social, and economic well-being are fundamental. Honoring the lessons of its own history, MTSU continues to believe that it can best achieve such goals when professors and students form a community of scholars not only committed to the advancement of learning but also to mutual success.

MTSU has chosen to measure its progress toward its three central goals not only against its own prior achievements but also in relation to peer institutions and external nationally recognized benchmarks. The attainment of these standards over the next decade will enable the University to enter its second century at a new level of quality.

GOAL I

MTSU will promote academic quality by enhancing learning, teaching, scholarship, and service by celebrating its distinctive strengths.

GOAL II

MTSU will promote individual student success and responsibility for accomplishments through fostering a student-centered learning culture.

GOAL III

MTSU will promote partnerships and public service to enhance educational, social, cultural, and economic well-being.

HISTORY OF MTSU

Middle Tennessee State University began as Middle Tennessee State Normal School, opening its doors on Monday, September 11, 1911. The theme of the Centennial celebration in this historic year is “Traditions of Excellence,” for offering students the best preparation for their time has been the goal through the decades.

In 1909, the Tennessee General Assembly passed legislation to improve the system of public education by establishing a General Education Fund and creating three normal schools, one in each of the three grand divisions of the state. These institutions were to establish teaching standards or “norms,” hence the name. The Murfreesboro school began with four buildings on a dusty site that just a year earlier had been farmland.

Opening with a two-year program for training teachers, Middle Tennessee State Normal School evolved into a four-year teachers college in 1925 with the power of granting the Bachelor of Science degree. In 1943, the General Assembly designated the institution a state college. This new status marked a sharp departure from the founding purpose and opened the way for expanding curricular offerings and programs. In 1965, the institution advanced to university status.

Several significant milestones chart the progress from normal school to university and beyond. During the progressive movement from a two-year normal to a university, several significant milestones may be identified. Responding to the expressed needs of the institution’s service area, the Graduate School was established in 1951. The Bachelor of Arts program was added that same year. To effect better communications and improve administrative supervision, the schools concept was introduced in 1962.

As MTSU developed and grew, new degree programs included the Doctor of Arts in 1970 and the Specialist in Education in 1974. Library resources dramatically increased, and sophisticated computer services aided instruction and administration. A highly trained faculty enabled the University to continue growth in program offerings. In 1991, the University’s six schools—five undergraduate and the graduate school—became colleges. In 1998, MTSU’s Honors Program became the Honors College, the first in the state. In 2006, the Division of Continuing Studies and Public Service changed to the College of Continuing Education and Distance Learning. In 2002, approval was granted to redesignate three D.A. programs to Doctor of Philosophy programs, and subsequently five others have been approved. In the 2010 reorganization, Continuing Education and Distance Learning became the University College, and the College of Education and Behavioral Science became the College of Education and the College of Behavioral and Health Sciences.

Since 1911, MTSU has graduated more than 100,000 students. Despite the University’s growth from a campus of 100 acres, 125 students, and a faculty of 18, to an academic city of over 500 acres, more than 26,000 students, and a faculty of more than 900, the institution is still essentially a “people’s university” with a concern for the diverse needs of the area that it serves. In 1986, James McGill Buchanan (’40) became the first MTSU alumnus to be awarded the Nobel Prize. Buchanan received the Nobel Memorial Prize in Economic Sciences for his development of the theory of public choice, a way of studying the expenditure of public funds. As the University celebrates 100 years, the tradition of excellence is exemplified in the theme *Tennessee’s Best* as everyone in the University community—students, faculty, staff, alumni, and friends—strive to be the best.

PHONE NUMBERS

Information Needed	Office or Person	Location	Ext.
Absences	Academic Support Ctr.	McFarland Bldg.	898-2339
Emergencies			
Academic Appeals	Records Office	CAB 102	2164
Academic Support Services	Debra Sells	KUC 304	5342
ADA/504 Coordinator	Watson Harris	CAB 111	5366
Adding/dropping a Course	Your advisor		
Scheduling Center		JUB 123	5800
Address Changes	Records Office	CAB 102	2164
Admissions		CAB 208	2111
Adult Services Center (see June Anderson Center for Women and Nontraditional Students)		KUC 320	5989
Advisor, assignment of	Department chair/school director of major field		
Advisor, each College			
Bachelor of University Studies			
Last Names A–C	Tammy Q. Bryant	855 W. College St. Mapleleaf Village	2121
Last Names D–K	Sonja Burk	McFarland Bldg.	5200
Last Names L–Z	Sumer Patterson	855 W. College St. Mapleleaf Village	904–8398
Basic and Applied Sciences	Travis Tipton	JH 256	5087
	Jennifer Danylo	JH 119	494-7874
	Andrew Symonds	BAS S230	2055
Nursing	Helen Gleason	CKNB 247B	494-8791
Pre-Professional	Jennifer Braswell	DSB 241	5465
Behavioral and Health Sciences	Brelinda Johnson	CKNB 251	5086
Business	Amanda Chambers	BAS N219	2764
	Gretchen Leming	BAS N219	2764
	Paula Calahan	BAS N219	2764
Education	June Adams	JH 111	5153
Honors	Laura Clippard	HONR 227	5464
Liberal Arts	Judy Albakry	TODD 221A	5089
	Lucy Langworthy	TODD 221B	494-7785
Mass Communication	Hattie Traylor	COMM 238A	5668
	Sarah Jackson	COMM 238B	5945
University College	Laurie Witherow	McFarland Bldg.	2339
Alcohol Awareness	Lisa Schrader	REC (HWRC)	2988
Alumni Relations	Ginger Freeman	ALUM	2922
Athletics	Chris Massaro	MC 150	2450
Athletic Tickets		MC Gate 1A	2103
Bands			
Concert	Reed Thomas	WMB 155	2993
Marching	Craig Cornish	WMB 155	2993

Information Needed	Office or Person	Location	Ext.
Behavioral and Health Sciences	Brelinda Johnson	CKNB 251	5086
Bicycles	Steve Scott	1412 E. Main (PS)	2424
Blue ID Office	Information Technology	JUB 306	5523
Books and Supplies	Phillips Bookstore	KUC 1st Floor	2700
Buses	Parking and Trans. Svcs.	PKS 102, 1403 E. Main	2415
Business Office	Becky Bussell	CAB 103	2761
Cable TV	Comcast/Housing		244-5900
Campus Phone Numbers	Switchboard	TCM	0
Campus Recreation	Charlie Gregory	REC (HWRC)	2104
Campus Safety	Carl Peaster	1412 E. Main (PS)	2424
Car Registration	Parking and Trans. Svcs.	1403 E. Main (STM)	2850
Car Trouble	Public Safety	1412 E. Main (PS)	2424
Career Development Center	Bill Fletcher	KUC 328	2500
Center for Popular Music	Dale Cockrell*	COMM 140	2449
Change of Major	Department Chair/School Director		
Change of Phone (residents)	Housing Office	KUC 300	2971
Check Cashing	Phillips Bookstore	KUC, 1st Floor	2700
Child Care	Nancy James	CSB	2970
Choirs	School of Music	WMB 150	2849
Colleges of the University, Undergraduate			
Basic and Applied Sciences	Thomas Cheatham	JH 161	2613
Behavioral and Health Sciences	Harold Whiteside*	CKNB N251	494-7704
Business	Jim Burton	BAS N217A	2764
Education	Lana Seivers	LRC 100	2874
Liberal Arts	Mark Byrnes*	TODD 231	2534
Mass Communication	Roy Moore	COMM 244	2813
University College	Mike Boyle	855 W. College Maple Leaf Village	2177
Computer Facilities		KOM 252, 352, Lyon, Smith, Wood-Felder, and Corlew Halls, ITSC, BAS S137, Womack Lane Apts.	
Concert Tickets	University Ticket Office	Floyd Stadium	5261
Cooperative Learning Prog.	Bill Fletcher	KUC 328	2500
Correspondence Courses	University College	855 W. College Mapleleaf Village	5332
Counseling, academic	Faculty advisor, division/department chair of major field		
Counseling Services	Counseling Services	KUC 329	2670
Creative and Visual Services	Kara Hooper	LRC 107	2896
Photographers			2896
Credit by Examination (CLEP)	Testing Services	KUC 327	2863

*Interim

Information Needed	Office or Person	Location	Ext.
CUSTOMS/New Student Orientation	Gina Poff	KUC 326	2454
Debate	Greg Simerly	BDA 220	5607
Debts	Becky Bussell	CAB 103	2761
Directory Assistance and Operator Services	Telecomm. Svcs.	TCM 200	2300
Disabled Student Services	John Harris	KUC 120	2783
Drop/Add Procedure	Your advisor		
Scheduling Center		JUB 123	5800
Drama Tickets	University Ticket Office	Floyd Stadium	5916
Email	Information Technology	CAB 003	5345
Employment, Student (see Career Development Center)			
Entertainment	Student Programming	KUC 308	2551
Evening School	University College	KOM 126	5332
	After 4:30		8391
Facilities Use (JUB)	Brenda Wunder	KUC 201	2591
Facilities Use (KUC)	Jennifer Kirk	KUC 201C	2590
Family Housing	Housing	KUC 300	2971
Fee Statements and Payment	Business Office	CAB 103	2761
Financial Aid	Steven Wright	CAB 218	2830
Firearms	Debra Sells	KUC 212	2440
	Steve Scott	1412 E. Main (PS)	2424
Food Service	ARAMARK	KUC 204	2675
Fraternities	Angela King	KUC 326S	5812
General Education	Shelia Otto	CAB 111	904-8829
Grade Reports	Records Office	CAB 102	2600
Graduate Assistantships	Lisa Mitchell	ING 123	2823
Graduate Studies	Michael Allen	ING 121	5897
Health Insurance	Health Services	REC (HWRC)	2988
Health Services	Richard Chapman	REC (HWRC)	2988
Hearing Clinic	Elizabeth Smith	BDA 234	2661
Honors College, University	John Vile	HONR 205	2152
Housing and Residential Life	Andrew Bickers	KUC 300	2971
Incomplete Grades	Records Office	CAB 102	2161
Information Technology Help Desk		CAB 003	5345
Instructional Media Resources	Gail Fedak	MLRC 101	2740
Insurance, Student	Health Services	REC (HWRC)	2988
Intercultural and Diversity Affairs	Vincent Windrow	KUC 124	2238
International Student Admissions	Angie Melton	ING 121A	5674
Internships and Field Learning	By specific department		
Judicial Affairs	Laura Sosh-Lightsy	KUC 128	2750
June Anderson Center for Women and Nontraditional Students	Terri Johnson	KUC 320	5989
Leadership and Service	Jackie Victory	KUC 326S	5812

Information Needed	Office or Person	Location	Ext.
Library, Walker		LIB	2772
Library Information		LIB	2817
Lost and Found	Jennifer Kirk	KUC Info Booth	2782
Loudspeaker System	Student Programming	KUC 308	2551
McNair Program	Steve Saunders	MGB 103	904-8462
Mascot (Lightning)	Doug Daigle	KUC 306	494-8907
Math Lab			
Mathematics	Mathematical Sciences	KOM 223D	2669
Meal Plans	John Tate	KUC 204	2675
Military Center	Cathy Delametter	855 W. College St.	494-8952
Mock Trial	John Vile	HONR 205	2596
Nursing	Helen Gleason	CKNB 247B	494-8791
Off-Campus Student Services	(See June Anderson Center for Women and Nontraditional Students)		
Orientation Activities (see CUSTOMS)	Gina Poff	KUC 326	2454
Outdoor Equipment Rental	Josh Stone	REC (HWRC)	2104
Parking	Parking and Trans. Svcs.	1403 E. Main (STM)	2850
Police	Public Safety	1412 E. Main (PS)	2424
Post Office	Cathy Watts	KUC	2459
President	Sidney A. McPhee	CAB 110	2622
Probation, Academic	Records	CAB 102	2164
Problems	Debra Sells	KUC 212	2440
Public Safety	Buddy Peaster	1412 E. Main (PS)	2424
RAIDER FUND\$	Business Office	CAB 103	5079
Raider Xpress	Motor Pool and Trans.	PKS	2415
Records, Academic	Cathy Kirchner	CAB 102	2600
Recreation Center	Charlie Gregory	REC (HWRC)	5157/ 5568
Recycling	Center for Energy Efficiency	HOB/M103	2822
Refunds	Becky Bussell	CAB 103	2761
Regents Online Degree Program	Tammy Bryant (A-C)	855 W. College St.	2121
	Sonja Burk (D-K)	Mapleleaf Village McFarland Bldg.	5200
	Sumer Patterson (L-Z)	855 W. College St. Mapleleaf Village	904-8398
Registrar	Cathy Kirchner	CAB 102	2600
Registration	Scheduling Center	JUB 123	5800
Release of Directory Information	Records Office	CAB 106	2163
Religious Fellowship	Jackie Victory	KUC 326S	5812
Residence Halls	Residence Hall Prog.	KUC 300	2971
Residency Classification	Admissions	CAB 208	2239
RODP (see Regents Online Degree Program)			
ROTC	Admissions Officer	FH	2470

Information Needed	Office or Person	Location	Ext.
Scholarships	Financial Aid	CAB 212	2830
Athletic	Robbie Snapp	CAB 218	2244
Institutional, Private, Lottery, Other	Scholarship Office	JUB 206	2830
Security (see Public Safety)			
Sexual Assault Programs	June Anderson Center for Women and Nontraditional Students	KUC 320	5989
<i>Sidelines</i>		COMM 269	5111
Sirens and Loudspeakers	Danny Kelley	KUC 326S	5812
Sororities	Angela King	KUC 326S	5812
Speech, Language, and Hearing Clinic	Elizabeth Smith	BDA 232	2661
Spirit Office	Doug Daigle	KUC 306	494-8907
Sports Clubs	Campus Recreation	REC (HWRC)	2104
Student Affairs	Debra Sells	KUC 212	2440
Student Employment (see Career Development Center)			
Student Government	SGA	KUC 208A	2464
Student Life	Debra Sells	KUC 212	2440
	Sarah Sudak	KUC 212	2750
Student Organizations	Jackie Victory	KUC 326S	5812
Student Patrol Escort	Public Safety	1412 E. Main (PS)	2424
Student Programming	Richard Kershaw	KUC 308	2551
Student Records	Records Office	CAB 102	2600
Student Support Services	Crickett Pimentel	MGB 101	5443
Student Unions and Programming	Richard Kershaw	KUC 308	2551
Study Abroad and Exchange Programs	Rhonda Waller	PH 207	5179
Suspension, Academic	Records Office	CAB 102	2164
Swimming Pools	Charlie Gregory	REC (HWRC)	2104
Telecommunications			
STAR1 Long Distance	Emily Harper		4636
Testing Program	Dayla Jernigan	KUC 327	2863
Theatre		BDA 210	2274
Dance	Kim Nofsinger	BDA 205	2640
Theatre Clubs	Deborah Anderson	BDA 104	2276
Theft	Laura Lightsey	KUC 128	2750
	Steve Scott	1412 E. Main (PS)	2424
Tickets, Athletic and Other Events	Univ. Ticket Office	Floyd Stadium	2103
Tickets, Traffic	SGA	KUC 208A	2464
Transfer Student Services	Michelle Blackwell	McFarland Bldg.	5728
Transportation	Parking and Trans. Svcs.	1403 E. Main (STM)	2850
Title IX Coordinator	Institutional Equity and Compliance	CAB 220	2185

Information Needed	Office or Person	Location	Ext.
Transcripts	Records Office	CAB 102	2163
Tuition and Fees	Becky Bussell	CAB 103	2761
Undeclared Majors	University College Advising Ctr.	McFarland Bldg.	2339
University Center, Keathley University College Advising Center	Jennifer Kirk Laurie Witherow	KUC 201C McFarland Bldg.	2590 2339
University Holidays (see registration guide)			
Upper-Division Form (see your advisor)			
University Studies Advisors		McFarland Bldg.	2339
Veteran's Affairs	Ray Howell	CAB 102	2601
Voice Mail	Emily Harper	TCM 209	2206
Volunteering	Jackie Victory	KUC 326S	5812
Withdrawal Procedure	Academic Support Ctr.	McFarland Bldg.	2339
WMOT	Henri Pensis	LRC 200	2800
Women and Nontraditional Students, June Anderson Center for Writing Center		KUC 320	5989
(Margaret Ordoubadian)	English Department	LIB 362	904-8237 494-8616

PROBLEMS RESOLUTION

Academic Suspension Appeals	19
Counseling Services	28
Discrimination and Harassment	31
General Complaints and Grievances	39
Grade Appeals	40
Mediation and Dispute Resolution	56
Sexual Violence	67
Traffic Tickets	76
Withdrawal Procedure	83

ACADEMIC ADVISING

You will be assigned an advisor from among the faculty of the academic department or school representing your major area of study or from the University College. Your advisor will assist you in selecting courses and planning your schedule. University College advisors assist students in selecting appropriate majors and meeting the qualifications for entry into intended majors.

If you would like to change your major, you should contact the University College Advising Center.

It is important that you maintain contact with your advisor throughout your enrollment. Faculty advisors post a schedule of office hours, and you should feel free to call on them anytime you need assistance.

One of the best ways to ensure a successful academic career is to use the academic advising process. Academic advising is the time for you and your advisor to discuss academic and career goals, schedules for the upcoming semester, and opportunities available to you in your major. These advising sessions should occur at least once a semester.

To find the name and contact information for your assigned advisor, check your PipelineMT account.

How to Prepare for an Advising Appointment

1. Make your appointment EARLY.
2. Keep your appointment or call in advance to cancel so that someone else may have the time slot.
3. Be on time.
4. Review materials that you received at orientation or during previous appointments before you go to your appointment.
5. Write down any questions you wish to ask your advisor.
6. Take appropriate materials to the advising appointment (pen/pencil, catalog, upper-division form, transcript, transfer evaluation, registration guide, etc.). If your college has an advising guide/handbook, please take it with you for your advising appointment. This is a good tool for both you and your faculty advisor to use to chart your academic progress.
7. Follow through on referrals and recommendations that are made during the advising sessions.

Each undergraduate college has an advisor available to answer questions and make referrals. Contact information follows:

Basic and Applied Sciences

Jones Hall 119
898-5087/494-7874

Behavioral and Health Sciences

Cason Kennedy Building N207
898-5086

Business, Jennings A. Jones

Business and Aerospace Bldg. N219
898-2764

Education

Jones Hall 111 and 117
898-5086/898-5153

Liberal Arts

Todd Hall 221A
898-5089/494-7785

Mass Communication

John Bragg Mass Communication 212
898-5945/5668

Regents Online Degree Program

898-5611

Bachelor of University Studies

898-5611

Undeclared and University Studies

University College Advising Center

Academic Support Center
McFarland Building
898-2339

University Honors College

Paul W. Martin Sr. Honors Bldg. 227
898-5464

Advising Tools

The following resources are available to help you in the advising process. Collect this information and keep it on file and available to take with you when you meet with your advisor.

Undergraduate Catalog

The electronic University Catalog contains information about academic policies and regulations, the curriculum for each academic program, and course descriptions for each course offered. The course descriptions show any prerequisite or corequisite courses or any special restrictions. You should read all pertinent course descriptions and discuss options with your advisor before registering each semester. You should also discuss with your advisor courses that are offered only during certain semesters or on a limited basis and how this affects prerequisites.

Registration Guide

The registration guide provides the following:

1. Important dates and deadlines for registration and fee payment
2. Directions and procedures for using RaiderNet for registration and fee payment
3. Academic calendar for each term
4. Dates for drop/add and refunds

Internet Tools

There is a wealth of information at the MTSU home page, www.mtsu.edu. Included are

MTSU Undergraduate Catalog

catalog.mtsu.edu

PipelineMT/RaiderNet

www.mtsu.edu/

Open Class List

www.mtsu.edu/records/sbooks.shtml

Tutorial Services

First-Year Experience Halls – Cummings Hall, Corlew Hall, and Smith Hall

- Learning Community Assistants living on floors
- Tutoring Center on first floor open 30 hours a week
- additional subject matter tutoring upon request and availability

Margaret H. Ordoubadian University Writing Center

- James E. Walker Library 362 and online at www.mtsu.edu/uwc
- works with students in any discipline on any writing project
- open to all students Monday through Saturday (check website for hours)
- offers 25- or 50-minute sessions working on any stage of the writing process
- individual or small group tutoring
- provides long-term tutoring to students who want to work on specific grammar and punctuation issues
- sponsors special groups and events such as Creative Writing Groups and Open Mic Night

Individual departments may offer individual tutoring services or may be able to refer students to tutors. You will need to contact the department directly for this information. Additional departmental tutor can be found at www.mtsu.edu/tutoring/.



Resources: A to Z

Absences

If you know in advance that you will be unable to attend a particular class(es) for **an extended period of time**, you should make every effort to contact the professor of each class that will be missed. If emergency circumstances prevent you from contacting the professor or department, you may contact the University College Advising Center. An excused absence can be authorized only by the instructor in a particular class.

For more information: Your professor/professor's syllabus

Emergencies:

University College Advising Center

McFarland Building, 898-2339

(See also Attendance)

www.mtsu.edu/withdraw

Academic Misconduct

Middle Tennessee State University strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, MTSU expects each student to complete assignments that are original and reflective of that individual student. Academic integrity is an essential component of a quality education. When students participate in behavior that is considered to be academic misconduct, the scholarly value of their education is lessened and their academic careers are jeopardized. Academic misconduct is defined as follows:

1. **Plagiarism.** The adoption or reproduction of ideas, words, statements, images, or works of another person's as one's own without proper acknowledgment.
2. **Cheating.** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
3. **Fabrication.** Unauthorized falsification or invention of any information or citation in an academic exercise.
4. **Facilitation.** Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

For more information: The Office of the Assistant Dean for Judicial Affairs and Mediation Services, KUC 326S, 898-5812

Academic Standing and Grades

Students may view their grades and academic standing online each semester by selecting the appropriate option on RaiderNet. Grades and academic standing for the current term and the two previous terms are displayed. Students may also request a transcript for a complete record of grades. No student may view grades on RaiderNet until all debts or obligations owed to MTSU have been satisfied. Students with holds may come to the Records Office in CAB 106 with a photo ID to be informed of their grades.

It is the student's responsibility to be aware of grades and academic standing. Academic standing could be good standing, probation, or suspension. An email is sent to the student's MTSU email address if he or she is placed on probation or suspension, but a student should always check his/her academic standing on RaiderNet after each semester. If a student is placed on probation, the student must attain a 2.00 GPA in the next term or increase the cumulative GPA to one of the following retention standards:

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

A student on academic probation who does not meet **either** the current term GPA **or** cumulative GPA in the above standards during the next term enrolled will be suspended.

If a transfer student is admitted on probation or has been previously suspended from another school, then the above standards must be met.

Students previously suspended are not eligible for probationary status.

If a student is suspended, any future registration is purged and the student cannot attend MTSU for the length of the suspension. A student can appeal a suspension (see the Academic Suspension Appeals section for more details). Students should also be aware of the **difference** between a **financial aid suspension** due to unsatisfactory progress and an **academic suspension** based on grades and GPA. A financial aid suspension means the student can still attend MTSU; however, the student will not receive financial aid. An academic suspension means the student cannot attend MTSU for the length of the suspension even if eligible for financial aid. These are two different suspensions, and there are two different appeal processes that are independent of each other.

Academic Suspension Appeals

MTSU is committed to helping students achieve their academic goals. However, some students fail to maintain an adequate grade point average and are academically suspended.

An undergraduate academic appeals committee process has been established to allow academically suspended students to appeal their suspensions. College transcripts and materials submitted by the student are reviewed by this committee to determine if they think students can do college-level work and if they're motivated to be successful in school. The academic appeals committee decides if the suspension stands or if students can be readmitted. Conditions that this committee might impose, if students are readmitted, could be limiting credit hours to 8 or 14 for the semester and/or requiring them to see the college advisor. **This committee's decision is final and only applies to the semester for which the student appealed.** Readmission by the academic appeals committee does not imply reinstatement of financial aid, if applicable. Students should be aware of the **difference** between **financial aid suspension** due to unsatisfactory progress and an **academic suspension** based on grades and GPA and that these are **two different appeal processes** that are independent of each other. The academic appeal form may be obtained in Cope Administration Building 106 or on the Web at www.mtsu.edu/records.

There is a filing deadline for appeals prior to the beginning of classes each semester. Students appealing for Fall term can appeal at the Summer or Fall meeting (not both). Appealing for the Fall term at the May meeting allows students to receive the committee's decision in May rather than having to wait until August. Students should contact personnel in the Records Office for the deadline

date applicable to each semester, refer to the current registration guide, or access the Records Office home page. Students are responsible for being aware of their academic standing.

Emails regarding academic suspension and probation are sent to student's MTSU email addresses (mtmail.mtsu.edu). Students should check their MTSU email and academic standing on RaiderNet after all grades are posted and the GPA is calculated.

Students who wish to appeal an academic suspension must complete the form and submit any documentation by the published deadline. The Academic Suspension Appeals Form (undergraduates) may be found at this link: www.mtsu.edu/records/sforms.shtml.

For more information: Records Office, CAB 106
If your last name begins with A-I call 898-2163;
J-P 898-2162; Q-Z 898-2164.

Adding and Dropping Classes

1. Click on PipelineMT at www.mtsu.edu.
2. Log in to PipelineMT, click on RaiderNet, then on the **Student** tab.
3. Select **Registration** and click on **Registration Status** and select desired term to view holds, assigned registration time, academic standing, classification, etc. Select Assigned Registration Time to view your day and time to register.
4. Select the Add or Drop Classes link at the bottom of the page OR go back to **Registration** menu and click on **Add or Drop Classes** (select term if needed).
5. On Add or Drop page, scroll down and enter course reference number (CRNs) in the boxes, starting from the left. You can enter one CRN at a time or multiples. If a course requires a corequisite, then both CRNs must be entered before clicking Submit Changes.
6. Click on **Submit Changes**.
7. Continue to register for classes until all of your selected courses appear.
8. Read how to resolve registration error messages by clicking on **Click here for assistance in resolving registration errors**.
Contact department offering course for any needed overrides.
9. To drop a course, scroll down to current schedule and click on drop down arrow and choose the available drop option.
10. Click on **Submit Changes**.

For more information: Records Office, CAB 106
If your last name begins with A-I call 898-2163;
J-P 898-2162; Q-Z 898-2164

Address or Name Change

Students are responsible for keeping their names and addresses current on University records. Changes in address may be completed on RaiderNet via PipelineMT; in the Records Office, Cope Administration Building 106. If your last name begins with A-I call 898-2163; J-P call 898-2162; Q-Z call 898-2164. Students are encouraged to review their addresses every semester before priority registration. Students cannot update permanent addresses on RaiderNet because the permanent address serves several purposes and must be monitored. For example, residence (in-state or out-of-state) is monitored in conjunction with permanent address. Requests to update the permanent address must be made in the Records Office. A permanent address change request that conflicts with

residency might require documentation. A forwarding address should be left with the U.S. Post Office in addition to a change of address with the University.

Name changes must be processed in the Records Office, Cope Administration Building 106. It is the student's responsibility to inform instructors and/or advisors of name changes that occur during the semester. **Important:** *All name and/or address changes should be made early in the term to ensure they are processed in time for the student to receive mail on a timely basis.*

Adult Student Services

See June Anderson Center for Women and Nontraditional Students.

Alternative Break Program

Every year, students at MTSU have the opportunity to take an "alternative" break. Students who participate pay a minimal fee to go somewhere in the United States to perform a needed community service. Past trips have been to Chicago, Illinois; New Orleans, Louisiana; and Savannah, Georgia. Some of the volunteer opportunities include indoor/outdoor construction, home repairs, child services, and serving food for local soup kitchens. Alternative Break is designed to provide students an opportunity to interact with people in an environment different than normal college life.

For more information: Leadership and Service, KUC 326S, 898-5812

Athletics

Middle Tennessee State University is an NCAA institution that competes at the highest level of intercollegiate athletics. The University fields teams in 17 men's and women's sports. All teams compete in the Sun Belt Conference, where the Blue Raiders have won the All-Sports trophy six times in 10 years to make Middle Tennessee the top all-around program in the conference.

Middle Tennessee plays at the highest level of collegiate football and offers some of the most exciting football in the region. The Blue Raiders won the 2009 New Orleans Bowl with an upset of Southern Miss to cap a 10-3 season and become the first Sun Belt team ever to win 10 games in a single season. Over the last five years, Middle Tennessee has played in three bowl games, won a conference championship, played on national television a conference-leading 14 times, and recorded wins over Maryland (twice) and Memphis (twice). The Blue Raiders regularly play some of the nation's best teams at Floyd Stadium (Virginia in 2007, Maryland in 2008, Mississippi State in 2009, Minnesota in 2010) and will welcome Georgia Tech in 2011, and Vanderbilt in 2013 and 2015.

The men's basketball program set a new home attendance record when 18,071 watched the Blue Raiders take on No. 2 ranked Memphis in Nashville in 2007 and then drew 11,802 fans for a home game against No. 13 Tennessee in 2008. The women's basketball team has won six of the last seven Sun Belt titles and hosted No. 6 Tennessee in 2009, a game that drew a record crowd of 11,802.

The Blue Raider baseball program plays in one of the finest facilities in the nation and makes regular appearances in the NCAA Tournament. MTSU won the 2009 Sun Belt Conference regular season and tournament titles and played host to the SBC Tournament in 2010.

Admission to all regular season **home games** is **free to students** upon presentation of a valid MTSU student identification card. Ticket information for nonstudents may be obtained from the MTSU Ticket Office (615) 898-2103, 1-888-YES-MTSU, or www.GoBlueRaiders.com.

Student Attendance: Attendance by the student body at Blue Raider sporting events is critical, especially for football games. Please be aware of all game-day promotions by logging onto GoBlueRaiders.com. In the past six years, the Athletic Department has given away white parking passes, book tuition, cars, motorcycles, and much more. Make your plans to join in all the fun this season.

For more information: MT Athletics, (615) 898-2450

Catch all the scores, schedules, and late-breaking news and listen to the games on one of the top websites in collegiate sports, **www.GoBlueRaiders.com**!

Attendance

A student is expected to attend each class for which he/she is registered except in cases of unavoidable circumstances and should not attend classes for which he/she is not officially registered. Class attendance will be monitored during the term even though some faculty may not check attendance in a conventional manner. Attendance in classroom courses or participation in distance learning classes is expected. Students who are reported for nonattendance will be assigned a grade of F, which will appear on their transcripts. Nonattendance will be reported to the appropriate agencies, and enrollment status (i.e., full-time, one-half-time, less than one-half-time) will be affected. Distribution of future financial aid will be suspended if applicable and repayment for current aid may be required.

Exceptions are made for University-sanctioned activities. Students will not be penalized for such absences. Students anticipating participation in University functions that will take them out of classes should discuss these absences with their instructors at the earliest convenient time.

A student's absence from a class does not in any way relieve that student of responsibility for the work covered or assigned during the absence. It is the responsibility of faculty members to excuse or refuse to excuse absences from their classes. It is the responsibility of the student to obtain excuses for absences and to arrange with the faculty member in question to make up the work missed. Absences are noted beginning with the first date the student is enrolled in class.

MTSU does not generally close because of inclement weather, but students will be allowed to use their own discretion when snow and icy conditions exist—they will be given the opportunity to make up missed classes should they decide not to attend.

Bicycles

In order to reduce campus traffic and conserve energy, many students choose to use bicycles as alternative means of transportation. As with all movable property, students should take precautionary measures to guard against theft. Bicycles should be secured with a specialized bicycle lock to one of the bicycle racks adjacent to residence halls and academic buildings. In addition, the serial number should be recorded and the bicycle registered with Public Safety. Bike registration is a free service for students.

For safety reasons, bicycles should not be blocking hallways, walkways, or stairwells.

For more information: Sgt. Forbes, Public Safety, 898-2424

Blue ID Office

See Technology Resources on Campus; MTSU ID Card.

Bookstore

Phillips Bookstore is located on the first floor of Keathley University Center. Hours of operation are

7:30 a.m.–6:00 p.m. Monday–Thursday

7:30 a.m.–4:00 p.m. Friday

10:00 a.m.–2:00 p.m. Saturday

Summer hours are 7:30 a.m.–4:30 p.m. Monday–Friday

Bookstore hours are extended during the registration period and the first week of each semester.

Services available through the bookstore include

- computer software at educational discounts;
- special order of any book currently in print;
- stocking most books written by faculty and staff;
- free check-cashing service for the University community;
- free gift wrapping with purchase;
- used textbooks buy-back every day;
- Apple computer products at educational discounts;
- free notary service;
- remote locations for book buy-back, providing easy access for students;
- camera rentals for photography students;
- free lockers for securing books and other items while shopping;
- fax service; and
- specialty art supply items.

Please shop online at Phillips Bookstore for all your supplies and books.

Book reservations will be available for freshmen at CUSTOMS orientation.

For more information: Mr. Jeff Whitwell, Phillips Bookstore, 898-2700
(See also Check Cashing)
www.mtsu.edu/~phillips

Cable TV

Every room in the residence halls is equipped with basic cable service free of charge. A cable-ready television is all that is required to activate cable. Cable reception problems should be reported to the hall staff. The cable company reserves the right to discontinue services to residents who fall behind in payment for premium service or who tamper with cable equipment. Tampering includes splitting cable wires or attaching a black box that can alter the cable equipment owned by the operator. Such action is prohibited in all residential facilities.

For more information: Your residence hall staff
Comcast Cable, 244-5900

Campus Ministry Organizations

In meeting the needs of the MTSU student body, a wide range of denominational and nondenominational religious organizations are represented on campus. Each organization sponsors a variety of worship and social activities for any student who wishes to participate. Several of the groups have off-campus student centers within easy walking distance of campus.

For more information: Leadership and Service, KUC 326S, 898-5812

Campus Organizations

MTSU has more than 250 campus organizations in which students may seek membership. The diverse list includes honor societies, sororities, religious organizations, professional societies, departmental societies, fraternities, and special interest groups. Students may select membership in an established organization, or they may create one to meet their specific needs.

For more information: Leadership and Service, KUC 326S, 898-5812

Car Registration

University-owned parking lots are for use by students, faculty, staff, and guests only. For this reason, each person operating a car on campus must register with the Parking and Transportation Services Office. A parking permit, required to be displayed in the vehicle, will be issued. The permit may be transferred from one car to another, thus eliminating the need for multiple permits. The registered holder of the permit is responsible, however, for the payment of any citations issued to a vehicle bearing his/her permit. To prevent inconvenient assessment of charges, lost or stolen permits must be reported. A small fee is charged for replacement permits.

Parking permits are issued at the Parking and Transportation Services Office located at 1403 East Main Street. For more information or clarification, refer to *Traffic and Parking Regulations*.

For more information: Parking and Transportation Services, 898-2850
(See also Parking; Tickets, Traffic)

Car Trouble

MTSU police officers are equipped to jump start automobiles at most times on campus. Those receiving assistance are required to sign appropriate release forms. Jumper cables may also be checked out in KUC 208.

Police officers are also equipped to assist in gaining entry to most vehicles located on campus whose owners have locked their keys inside. This service is available at all times, provided certain conditions are met and the owner is present. In the event of other mechanical problems, officers will dispatch tow trucks on request to remove vehicles to the service station of the owner's choice. The vehicle owner is responsible for payment of the tow fee.

For more information: Sgt. Steve Scott, Public Safety, 898-2424

Career Development Center

The Career Development Center (CDC) provides innovative technology, resources, and programs that educate and engage students in a targeted, self-directed internship/job search process and creates opportunities for students and employers to connect.

To utilize CDC services fully, students and alumni must register through Lightning JobSource. Among these services are

- Lightning JobSource, the CDC's online job posting and resume referral system;
- Focus II, an online career assessment;
- InterviewStream, an interactive mock interview software;
- Document Drop, a resume and cover letter critique program;
- Walk-in Advising, open hours for brief advising without an appointment;
- Career Workshop, regularly scheduled workshops on job search issues;
- Career Cluster Advising, individually scheduled appointments based on 16 career clusters;
- Raider Professional Network, a database of alumni and employers available to students for career advice; and
- Virtual Career Center, online resources available to students 24/7.

The center also assists employers in identifying qualified candidates for their available positions. Employers are invited to participate in the Campus Recruiting Program which includes online job postings, career fairs, on-campus interviews, and Web resume books.

The CDC tracks several metrics including employers recruiting on campus, interviews conducted, employer information sessions, total jobs posted, career fair participation, class presentations conducted, student advising appointments, employment offers, and salary averages.

A complete list of metrics may be found in our annual reports at www.mtsu.edu/career/director_outcomes.shtml.

Center for Popular Music

The Center for Popular Music maintains an extensive research collection of materials relating to popular music. The collection includes over 175,000 sound recordings, approximately 75,000 pieces of sheet music, over 18,000 books, nearly 300 current periodical subscriptions, and miscellaneous other research materials. These resources are available for students doing coursework. Materials do not circulate, and recreational reading or listening is not permitted. A photocopy machine is available for researchers' use; provisions of federal copyright law and center policy may exclude some materials from copying.

The center's reading room is located in Mass Comm 140 and is open Monday through Friday, 9 a.m.–4 p.m. Seating capacity is limited to 12 researchers at one time.

For more information: Comm 143, 898-2449

Change of Major/Program

Many students make the decision to change their majors/programs during their undergraduate careers. While the procedure for doing so is relatively simple, a change in academic program or declaration of double majors or dual degrees

should be carefully considered and thoroughly investigated. Students considering a change in major should consult their current advisors and faculty in their new areas of interest and explore possible major career fields in the University College Advising Center, McFarland Building.

A change of major is accomplished by meeting with a University College Advising Center advisor. Any request for a change of major will be processed for the current term and an email confirmation sent. Once processed, students can see their new major, run an up-to-date degree evaluation, and keep departments better informed of their current majors.

For more information: Academic advisor in the college of your choice
Undergraduate Catalog
Records Office, CAB 102, 898-2600

Check Cashing

Phillips Bookstore, located on the ground floor of Keathley University Center, provides a check-cashing service for students. The bookstore will cash an in- or out-of-state check up to a limit of \$50.00 per day. No two-party checks can be accepted. A valid MTSU student ID is required to cash checks.

In order to enjoy greater financial flexibility, students are encouraged to open their own checking accounts at one of the local banks.

Automatic teller machines are located on the first and second floors of Keathley University Center.

For more information: Mr. Jeff Whitwell, Phillips Bookstore, 898-2700

Child Care

The MTSU Child Care Lab, located in the Womack Lane Building, Alumni Drive, provides quality care services for children ages 3–5 for parents who are attending MTSU. In the Fall and Spring semesters, first priority is given to those needing Monday-Wednesday-Friday care **or** Tuesday-Thursday care; second priority goes to students needing full-time care (Monday-Friday). There are 24 slots available each day. In the Summer term only, first priority is given to parents needing full-time care (Monday-Friday).

In addition to educational programming, a hot lunch and two snacks are provided daily. Hours of operation are 7 a.m.–5 p.m., Monday–Friday.

For more information: 898-2970

Class Cancellations Due to Weather

In the event of inclement weather, students should listen to area radio and television stations to determine if classes have been cancelled or delayed. For a listing of media outlets, go to www.mtsu.edu, and click on Alert4U, then click on “Inclement Weather.” Or access the News and Public Affairs home page at www.mtsu.edu/news and click on “Emergency Weather Information.”

If MTSU classes are cancelled, the announcement will apply to all classes, credit and noncredit. Offices at MTSU will be considered open unless the announcement specifically says all offices will be closed. If such a decision is made overnight, it should be announced by 6:00 a.m. the following morning.

The MTSU Emergency Hotline, (615) 898-2000, will provide updated news about events on the MTSU campus, weather-related and otherwise. In certain weather-related situations where it involves closing the University or a delay in the start of classes, a text message may be sent out as well. Similar important weather-related information will be posted to the Alert Update page on the University website, www.mtsu.edu/alertupdates.

Classification of Students and Class Load

Students may be classified as sophomores after earning at least 30 semester hours. Students may be classified as juniors after earning at least 60 hours. Student may be classified as seniors after earning at least 90 hours.

A student's class load is determined by the number of credit hours taken per term according to the following:

Undergraduate

Full-time - 12 hours

One-half time - 6 hours

Graduate

Full-time - 9 graduate hours

One-half time - 5 graduate hours

Undergraduates may not register for more than 18 semester hours. Any exception **must** be approved by the dean of the college of the student's major or the Academic Support Center (for undeclared majors) **prior to registration**. Graduate students are limited to a maximum of 12 graduate hours per semester. If an exception is requested, overload forms must be signed by the graduate advisor and the dean of the College of Graduate Studies. Full-time status for students holding graduate assistantships is six (6) semester graduate hours.

College Level Exam Program

Take a CLEP test and earn college credit without having to take the class. CLEP gives students the opportunity to receive college credit for knowledge acquired through independent study, prior course work (i.e., high school classes), internships, etc. Testing Services has options for study material. Tests are administered almost daily by pre-registering and making an appointment.

One two-hour test = One three credit hour class

No classroom time!

Satisfy selected General Education requirements; save time (possibly graduate early or on time); and save money (each CLEP test costs about \$100—a three-hour course costs about \$750).

For more information: Ms. Dayla Jernigan, KUC 327, 898-2863

Community Standards and Expectations, Statement of

Middle Tennessee State University is committed to the ideal of developing and nurturing a community of scholars. The choice to associate or affiliate with the MTSU community is freely made by students, staff, and faculty; nevertheless, it is assumed that each person who joins the community will accept and practice the following core values and expectations:

1. **Value of Honesty.** The notion of personal honesty and academic integrity is central to the existence of the MTSU community. Community members will not engage in cheating, plagiarism, or fabrications of any type. All members of the community will strive to achieve and maintain the highest standards of academic achievement.
2. **Respect for Diversity.** The MTSU community is composed of individuals representing different races, ethnicities, sexual orientations, and cultures. The community embraces and celebrates this diversity as a pillar of its strength.
3. **Commitment to the Community.** Citizens of the MTSU community will be good stewards of the University's resources and will not engage in conduct which damages or exploits the community.
4. **Freedom of Expression.** The MTSU community is a marketplace of ideas and opinions. Community members are encouraged to communicate their ideas and opinions freely, and with civility, concerning issues both within and outside the community.

Confirmation Number

Students whose registration bills show they do not owe money because their fees will be paid in full by financial aid, loans, TELS (Lottery) Scholarship, prepaid tuition programs, vocational or veteran's rehabilitation, or other credits **must confirm registration on RaiderNet**. Each student will be given a **CONFIRMATION NUMBER** upon successful confirmation of registration. *Students must write down and keep their CONFIRMATION NUMBERS as proof that they have completed the confirmation process. See www.mtsu.edu/bursar for instructions.*

Students must either pay, get a financial aid deferment, or confirm their registrations and get CONFIRMATION NUMBERS by the fee payment deadline or THEY WILL lose their classes.

If students pay registration fees by cash, personal checks, or credit cards, they **do not** need to confirm. Payment is their confirmation and a confirmation number is not needed. For more information, go to Registration Confirmation on **page 62**.

Counseling Services

Counseling Services provides brief personal counseling for currently enrolled students.

Personal support counseling provides a safe place and support for students who are having difficulties because of personal problems, external pressures, or a crisis such as depression, addictions, or grief. Support counseling is a tool for healthy academic functioning. It may simply be a listening ear or include professional assessment and referrals for community support, medical needs, or long-term therapy.

Counseling Services seeks to work with faculty and students to plan and achieve with integrity both the educational goals of the institution and the personal and vocational goals of the individual student. Students desiring any of the services are urged to contact Counseling Services in Keathley University Center 329.

For more information: Dr. Jane Tipps, KUC 329, 898-2670

Creative and Visual Services

Creative and Visual Services provides photographic and graphic design services for University offices and departments. In addition to studio and location photo shoots, services include design, editing, and producing non-student publications. The department also reviews and assigns authorization numbers to all publications representing MTSU. If sufficient lead time is allowed, Creative and Visual Services can produce items such as banners, programs, tickets, or certificates, some limited color copy output, and photographic prints for students and student organizations for a fee.

For more information: Creative and Visual Services, LRC 107, 898-2896

Credit Cards/Check Cards/e-Checks

Students may make payments with Visa, MasterCard, or American Express credit cards or check cards on RaiderNet via PipelineMT or at the Business Office cashier windows. Options are available on RaiderNet to pay registration fees or to pay current term charges. After the next working day, Business Office holds for past due balances will be removed.

Visa, MasterCard, or American Express can be used to pay registration fees, to pay student account or phone balances, or to make purchases at Phillips Bookstore. Most banks have check cards available through Visa or MasterCard, which can be used to deduct a payment directly from a checking account. An option is available on RaiderNet to make payments by electronic check (e-check).

How to pay by e-check or credit card on RaiderNet:

- Click on PipelineMT at www.mtsu.edu.
- Log in to PipelineMT, click on **RaiderNet**. The bill payment system will be available through this link. Students may sign up to authorize parents to see bills, to set up a deferred payment plan, and to make payments with credit cards or electronic checks in the bill payment system.

Check online at www.mtsu.edu/bursar for specific fee payment instructions.

For more information: Business Office, CAB 103, 898-2761

Debts

An important part of every student's educational experience is learning to manage money and to responsibly discharge financial obligations incurred. With this in mind, MTSU expects you to promptly pay all University bills and accounts when due.

Failure to meet financial obligations will result in your not being allowed to preregister or register or to receive transcripts, grade reports, or diplomas. Any refunds or reimbursements will be offset by any balance due to the University.

For more information: Business Office, CAB 103, 898-2761

Deferred Payment Plan

Students who want to use the Deferred Payment Plan may sign up for the payment plan and pay the down payment online via RaiderNet. If a student is eligible, there will be an option in the bill payment system to request a Deferred Payment Plan. Students must view the down payment amount online by selecting the option to view the payment plan installments. Students may also sign up for the plan and pay the down payment at the Business Office cashier windows.

Although all charges are due and payable in full at the beginning of each term, students in **good financial standing at MTSU** may defer payment of up to 50 percent of their registration, housing, and freshmen meal plan fees for the fall and spring semesters. **The deferment of fees is not available for Summer terms.**

To be eligible for the Deferred Payment Plan, each participant must make a minimum down payment of 50 percent of the registration fees, residence hall rent, and freshmen meal plan costs. **The balance due must be \$400 or more after all discounts, waivers, financial aid, and other credits are applied.** A student who fails to make timely payments in a previous term will be denied the right to participate in the Deferred Payment Plan in future enrollment periods. Any student who makes payment with a check which is subsequently returned will be denied participation in the Deferred Payment Plan in all future terms.

The amount deferred will be payable in two monthly installments. For the Fall term, installment payments are due on or before **September 30** and **October 31**. For the Spring term, installment payments are due on or before **February 29** and **March 30**. The University is not obligated to send reminder notices before the payment is due. Participants in this plan must apply all discounts, waivers, credits, and financial aid (including student loans) toward payment of registration fees before a deferment will be considered. Financial aid and other credits received after the initial payment will be applied to the remaining balance, and future amounts due will be recalculated. No refunds can be made until all fees are paid in full. **Students will not be withdrawn for failure to pay the second or third payments. However, the balance must be paid in full before the student can preregister for future terms, even if preregistration is prior to the due date.**

Each participant will be charged a **\$50 nonrefundable service fee** each term to defray administrative costs. This fee is payable along with the 50 percent down payment on or before the registration fee payment deadline. An additional **late payment charge of \$25** will be assessed for each installment not paid on or before the due date and each 30-day period past the second installment up to a maximum of \$100. Withdrawals from classes will not alter the remaining balance due except to the extent that any refund may be applied. Students who make payments with checks that are returned will be charged a \$30 return check service fee as well as any applicable late fees.

If a payment is not received in the Business Office by the scheduled payment due date, the University will withhold all services from the student—including grades, transcripts, and future registration—until the fees have been paid in full including any assessed late fees.

All existing rules and policies pertaining to returned checks, refunds, withdrawals, dropped classes, and collection costs are applicable to the Deferred Payment Plan.

Payment of the minimum amount due on the Deferred Payment Plan finalizes registration. The class schedule will not be dropped. **It is not necessary to also confirm on RaiderNet.** The Deferred Payment Plan service fee, late fee, and minimum amount are effective for 2010–11 and are subject to change in future terms.

Additional fees for classes, dorms, or meal plans added after your initial registration payment or confirmation **must be paid by the late registration fee payment deadline.** If students are eligible for the Deferred Payment Plan, any unpaid fees after this date will be processed as a deferred payment. The \$50 Deferred Payment Plan service charge and any applicable \$25 late payment fees will be charged.

Students who are not eligible for deferred payment will be subject to withdrawal from all classes or from the dorm for nonpayment or subject to service charges and late payment fees.

For more information and detailed instructions on how to sign up for deferred payment, check online at www.mtsu.edu/bursar.

For more information: Business Office, CAB 103, 898-2761
www.mtsu.edu/bursar

Disabled Student Services

Students who have a disability and who may require assistance or accommodation or students who have questions related to any services are encouraged to contact the Disabled Student Services office. Disabled Student Services is located on the first floor of the Keathley University Center in Room 120.

For more information: Mr. John Harris, KUC 120, 898-2783

Discrimination and Harassment

Sexual harassment and racial harassment have been found to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendment of 1972, as amended. Other types of discrimination and harassment based on protected class status; i.e., age, color, disability, national origin, religion, disability, are prohibited by law.

MTSU Policy No. 1:01:22– Harassment: Sexual or Racial, defines sexual and racial harassment and provides avenues for addressing complaints lodged by faculty, staff, and students. This policy can be found online at www.mtsu.edu/iec. Copies can also be obtained from departmental offices on campus. Additional information can be obtained from Dr. Debra Sells, vice president for Student Affairs, KUC 212, 899-2440, or the Office of Institutional Equity and Compliance, CAB 220, 898-2185.

Title VI of the Civil Rights act of 1964, as amended, is a federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. Complaints may be addressed to, and additional information may be received from Ms. Barbara Patton, executive director, Equal Opportunity and Affirmative Action, Title VI Coordinator, Cope 220, 898-2185.

Title IX of the Education Amendments of 1972, as amended, is a federal law that prohibits discrimination on the basis of sex in educational programs or activities that receive or benefit from federal financial assistance; e.g., in recruiting and admissions, financial aid, athletics, textbooks and curriculum, housing facilities, career counseling, insurance and health care, single-sex groups and programs, extracurricular activities, and employment. Complaints may be addressed to and additional information may be received from the Office of Institutional Equity and Compliance as listed above, and Title IX Coordinator.

For more information: Ms. Barbara Patton, Executive Director, Title IX Coordinator, Cope 220, 898-2185

Employment, Student

See Career Development Center.

Emergency Notification

Safety alerts on the MTSU campus can be received on cell phones, landline phones, and email via MTSU's Emergency Alert System. Campus safety alerts range from a security breach to cancellation of classes due to severe weather. All staff, faculty, and student email addresses are loaded into MTSU's alert system, and you have the option of adding landline and mobile phone numbers, as well as additional email addresses.

MTSU's Emergency Text Messaging Service will be used along with several systems already in place, including website, tornado siren, tornado building runners, and local media. For information about what to do or what happens in case of emergency, go to www.mtsu.edu/alert4u. (For text messaging, your current carrier's text-messaging rates do apply.)

Enrollment and Degree Verification

MTSU has authorized the National Student Clearinghouse (NSC) to provide enrollment and degree verifications. NSC may be contacted at

Web: www.studentclearinghouse.org or degreeverify.com

Phone: (703) 742-4200

Fax: (703) 318-4058

Email: service@studentclearinghouse.org

Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 300, Herndon, VA 20171-3280

For more information: Records Office, Cope 106,

If your last name begins with A-I call 898-2163; J-P call 898-2162; Q-Z call 898-2164.

Students may print their own enrollment verification by selecting the Enrollment Verification link in RaiderNet. In the Fall and Spring terms, enrollment certifications are official after the last day to add. Preliminary verification can also be accessed on the first day of class.

Evening School Office

The Evening School Office serves the working adult and part-time student attending MTSU in the evening by acting as a liaison between the student and the Business Office, by making information available regarding degrees available in the evening, and by providing other needed services to the evening school student. A few of these services include providing parking permits, ID cards, registration guides, catalogs, and drop/add forms. The Evening School Office is located in Kirksey Old Main 126 and is open 4:30–7:00 p.m. Tuesday through Thursday, and 10 a.m.–2 p.m. Saturday. Summer hours are 4:30–6:00 p.m. Tuesday through Thursday, and 10 a.m.–noon Saturday. The office is closed on holidays. IDs are made and parking permits sold after 4:30 p.m. and on Saturdays.

For more information: Ms. Carol Langley, Evening School Office, 898-5332
www.mtsu.edu/learn/eveningschool/index.shtml

EXL Scholars Program (Experiential Learning)

MTSU believes in the value of applied knowledge—merging classroom knowledge with real-world work environments. Through EXL, students, staff, faculty, and local businesses and organizations can find valuable ways to interact and encourage diversity and collaboration throughout MTSU and the community.

Students may take EXL-designated classes as part of the coursework in their majors, minors, and general education. The EXL program provides opportunities for students to participate in several types of courses: study abroad, cooperative education, applied experience courses, internships, service learning activities, and undergraduate research.

Students who want the EXL designation on their transcripts must take 16–18 hours of EXL coursework, complete an external applied learning project, an MTSU service learning project, and EXL 4000 (development of an e-portfolio). EXL program graduates will wear special cords at commencement and will be recognized by the president.

The EXL program allows students to gain experience in their fields of study that should enhance their careers and/or provide opportunities for graduate school.

For more information: www.mtsu.edu/~exl

Fee Adjustments

Tuition, program service fees, materials and course fees, and out-of-state tuition will be adjusted as follows:

1. A full (100%) refund or reduction of fees will be provided for courses cancelled by the University.
2. A full (100%) refund or reduction of these fees will be provided to students who preregister and withdraw from all classes **prior to the first day of class**. Students who preregister and drop classes prior to the first day of class will be credited at 100%. See the current registration guide for adjustments in fees and schedule adjustment dates.
3. A full (100%) refund of these fees will be provided in case of a student's death.
4. Tuition, registration fees, materials and course fees, and residence hall rent will be adjusted at the rates of 75% or 25% to students who drop or officially withdraw from the University prior to the respective dates specified in the registration guide published each semester. The calculation of tuition and fee adjustments for a complete withdrawal from the University is based on the percentage charge of **all** courses dropped for the term. There will only be an adjustment in fees if the new calculated charge is less than the original charge. Not all withdrawals will result in a refund or reduction in fees. The calculation of tuition and fee adjustments for dropped courses is based on the charge for currently enrolled hours plus a percentage charge of all courses dropped. There will only be a reduction in fees if the new calculated charge is less than the original charge. Not all dropped courses will result in a refund or reduction in fees.

The University fee adjustment policy is based entirely upon the official date of the withdrawal or drop. Fee adjustments will not be made for reasons such as employment conflicts, health or medical problems, moving out of town, or other reasons beyond the University's control or responsibility.

Refunds due to fee adjustments will be processed beginning approximately two weeks after the end of each fee adjustment period. It takes several weeks to

process all the refunds. The University will offset against proposed refunds any amount owed by the student to the University.

Drop/Withdrawal from class. Students who drop or withdraw from classes will have a balance due under the Deferred Payment Plan. Fees are adjusted based on the drop or withdrawal date. **The fee adjustment percentage is NOT applied to the amount of payment, but rather as a percentage adjustment of total fees. A refund would be issued to the student only if the newly adjusted amount of fees is less than the amount that has been paid by the student.**

Withdrawal from classes does not negate the student's responsibility to pay the balance of fees after the semester has begun.

For more information: Business Office, CAB 103, 898-2761
www.mtsu.edu/bursar

Financial Aid

The Financial Aid Office is located in Room 218 of the Cope Administration Building. The University participates in a variety of federal grant, work, loan, and scholarship programs, including the Tennessee Education Lottery Scholarship program (TELS). In addition, the MTSU Foundation provides a variety of loans and scholarships for needy and outstanding students. Any student needing financial assistance should check with the Office of Student Financial Aid. To continue eligibility for financial aid, students must maintain satisfactory academic progress. For details, refer to www.mtsu.edu/financialaid/sap_finaid.shtml.

How to Apply

Step 1. Prospective students and their parents should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. To obtain a paper form, contact the Federal Student Aid Information Center at 1-800-433-3243.

Parents and students should register for a personal identification number (PIN) before completing the application. The PIN can be used as an electronic signature. The Federal Processing Center will send FAFSA results to the student and MTSU (if the student enters the MTSU School Code of 003510 in the school section of the FAFSA).

After the FAFSA results are received at MTSU, an email will be sent to a student's MTSU email address if additional information is required to complete the financial aid file. NOTE: A new FAFSA must be completed and filed for each academic year as soon as possible after January 1.

If students are tentatively awarded the Tennessee State Grant (Tennessee Student Assistance Award) and/or the Tennessee Education Lottery Scholarship, Tennessee Student Assistance Corporation (TSAC) awards the funds to the first eligible Tennessee school listed on the FAFSA. If MTSU is not the first school listed on the FAFSA, go to www.collegepaystn.com, click on *Students and Parents*, click on *Student Financial Aid Portal*. Follow the instructions to change awards to MTSU.

Step 2. If the MTSU Financial Aid Office receives a complete and valid FAFSA results before the Fall semester of the upcoming academic year, students will be sent an electronic Fall/Spring Award Notice to their MTSU email address stating the tentative financial aid they may be awarded. The award notice will direct students to RaiderNet, where they may review their estimated financial aid award offers. The award offers are based on full-time-attendance and will indicate both grants and loans for which students are eligible. After the email

award notice is sent, the estimated aid amounts may change due to changes in enrollment, EFC amounts, scholarships, and other aid. The award notice will provide instructions for how to accept/reject award offers via RaiderNet. Currently enrolled students will receive award notices after their grades have been processed for the Spring semester.

Step 3. Students applying for a Federal Stafford Loan should accept their loan offers via RaiderNet by following the instructions in the award notice. For Federal Stafford Loans, students must be enrolled at least half-time (6 credit hours for undergraduates, 5 credit hours for graduate students). First-time loan borrowers must complete an online entrance interview and sign an electronic Master Promissory Note (MPN).

Step 4. Typically, aid for Summer Terms is processed separately from Fall and Spring semesters.

Student Loans - Eligible students may request student loan funds for Summer by completing a Summer Loan Request Sheet (LRS). The LRS is available in mid-March on the Financial Aid website at: www.mtsu.edu/financialaid. Submit the completed LRS to the Financial Aid Office for processing.

Year-Round Federal Pell Grant - Based on recent changes to federal regulations, eligible students “may” receive the Federal Pell Grant during the Summer Term, in addition to the Fall and Spring semesters. For details, refer to www.mtsu.edu/financialaid.

Priority Deadlines:

Federal Financial Aid	March 1
Tennessee Student Assistance Award	As soon as possible after January 1 (Funds are awarded on first-come, first-served basis until all funds are depleted)
Tennessee Education Lottery Scholarships	September 1 (for Fall term) February 1 (for Spring and Summer terms)
First-Time Freshmen Academic Scholarships	December 1
Currently Enrolled Student Scholarships	December 15
Foundation and Dream Scholarships	February 15
Transfer Scholarships	February 1

Students are advised to view the MTSU Scholarship website at www.mtsu.edu/scholarships.

Students are alphabetically assigned by last name to a Financial Aid counselor. Counselors and their assigned alphabet are subject to change. For most recent information refer to www.mtsu.edu/financialaid/adminstaff_finaid.shtml.

- Ms. Robbie Snapp, assistant director: A, B, and athletes
- Ms. Leann Eaton, assistant director: C
- Ms. Tammy York, coordinator: DEKP
- Ms. Celia Bradley, assistant director: G, H, I
- Ms. Suzanne Beller, associate director: J
- Mr. Bill Riggs, coordinator of technical systems: L, M
- Ms. Melanie Collins, coordinator of scholarships: N, O
- Ms. Bonnie McCarty, assistant director of scholarships: Q, R
- Ms. Judith Fogus, assistant director: T, U, V, W, X, Y, and Z
- Ms. Kelly Holder, coordinator: F, S

For more information: Financial Aid Office, CAB 218, M-F, 8-4:30
(615) 898-2830, www.mtsu.edu/financialaid

Tennessee Education Lottery Scholarship (TELS)

The Tennessee Student Assistance Corporation (TSAC) awards the Tennessee Education Lottery Scholarships. For additional information visit TSAC's website at www.state.tn.us/tsac or the MTSU Financial Aid website at www.mtsu.edu/scholarships/telsprogram_scholarships.shtml.

TELS Eligibility Requirements

For all students

- Tennessee residency for at least one year

For entering freshmen

- Graduates from an eligible high school must have at least a weighted 3.0 GPA or 21 ACT (980 SAT).
- GED recipients must have at least 21 ACT (980 SAT) and 525 GED.
- Graduates of Tennessee Home School or an ineligible high school must have at least 21 ACT (980 SAT).
- Students must enroll within 16 months of high school graduation, receiving GED, or home school completion.

A student transferring to MTSU will not receive Lottery Scholarship funds until the final transfer transcript is analyzed by both the Admissions Office and the Financial Aid Office.

Each April, TSAC will determine the availability of funds for Summer Lottery Scholarships. If funds are available, students who have remaining TELS eligibility for the award year may receive scholarship funds for at least half-time enrollment.

For additional information on General Assembly Merit Scholarships, Aspire Supplements, Hope Access Grants, and Foster Care Grants, visit the TSAC website listed above.

TELS Application Procedures

Complete the Free Application for Federal Student Aid (FAFSA) for each academic year. The FAFSA is available online at www.fafsa.ed.gov beginning January 1. Submit the completed FAFSA by April 1, if possible. The FAFSA must be processed by September 1 for students enrolling in the Fall term or by February 1 for students enrolling in the Spring or Summer terms.

TELS Renewal Criteria

- Must earn a 2.75 cumulative TELS GPA after the first 24 and 48 attempted hours
- Must earn a 3.0 cumulative TELS GPA after attempting 72 credit hours and subsequent 24 credit hour benchmarks or must have between 2.75 and 2.99 cumulative GPA with at least a 3.0 semester GPA and be enrolled full time.
- CANNOT change enrollment status after census date.
- Must enroll in a minimum of six (6) credit hours for each Fall and each Spring term

Go to www.mtsu.edu/scholarships/telsprogram_scholarships.shtml for the TELS Program Policy.

TELS Policy

NOTE: *Rules and regulations are accurate as of January 2011; however, TSAC reserves the right to modify rules and regulations without prior notification. Typically, rules are adjusted in July of each year. Before dropping or withdrawing from classes, contact the Financial Aid Office.*

According to Title 49, Chapter 1640-1-19 of the Tennessee Code Annotated, the Financial Aid Office must implement policies and procedures for the monitoring of TELS. In addition, the statute requires students to maintain federal Satisfactory Academic Progress as established by MTSU as noted below. Following are the policies and procedures for the monitoring of TELS.

Cumulative Grade Point Average (GPA)

Eligibility will be reviewed at the end of the term in which the student has attempted a total of 24, 48, and 72 credit hours and at subsequent 24-hour benchmarks. At the end of the term in which the student has attempted a total of 24 and 48 credit hours, the student's cumulative TELS GPA must be at least 2.75. At the end of the term in which the student has attempted a total of 72 credit hours and at subsequent 24-hour benchmarks, the student's cumulative TELS GPA must be at least 3.0 **OR** between 2.75 and 2.99 cumulative GPA with at least a 3.0 semester GPA and be enrolled full time. The cumulative TELS GPA includes all transfer credits and hours earned at MTSU, including grades from repeated classes. Dual enrollment, credit-by-exam, and/or AP credits are not included in the cumulative TELS GPA. Students may view their TELS GPA in the Tennessee Lottery Scholarship Eligibility Information section on RaiderNet.

Completion Rate

Each semester, students must maintain their enrollment status as of the census date. Students who receive a full-time award cannot drop below 12 credit hours during the term. Students who receive a part-time award cannot drop below 6 credit hours during the term. All attempted hours, including I, W, and F, will be included in monitoring attempted hours brackets and maximum attempted hours.

Time Limits

Students may receive a TELS award until the first of the following occurs:

1. The student has earned a baccalaureate degree.
2. Five years from the date of the student's initial enrollment have passed, unless a leave of absence has been approved.

Financial Aid Confirmation

See Registration Confirmation.

Financial Aid Refunds/Direct Deposit

- Students receiving financial aid and expecting to receive a refund should
- verify all financial aid eligibility requirements are satisfied.
 - be sure they have paid or confirmed.
 - check to be sure they have no holds.
 - verify financial aid is posted to student account.

All students who expect to receive a financial aid refund must be set up on direct deposit via their RaiderNet account. Entry of bank information must be completed at least five (5) days before the first day of class. By meeting this deadline and satisfying the above criteria, students can expect refunds to be processed and potentially available for use in their personal bank accounts the first week of each semester. For detailed instructions on how to set up direct deposit, go to www.mtsu.edu/bursar and click on the direct deposit link. Students should

verify with their banks the correct routing number and complete account number to use for ACH transactions before entering. Click “submit.” The account will remain set up for refunds for the remainder of the student’s time at MTSU. **If the account changes or is closed, students should correct that information via Raidernet to avoid delay in receiving refunds.**

Students who do not have checking or savings bank accounts must visit the Business Office, Cope 101, to receive an MTSU eCash PayCard and instructions on how to set up the eCash PayCard for refunds. This card can then be used at designated ATMs, at merchants participating in certain point-of-sale networks, or by issuance of a ComData check. These cards will be reloaded each time there is a financial aid credit applied to the student’s account. THIS CARD SHOULD NOT BE LOST OR DESTROYED.

Firearms/Explosive Devices

Possession of firearms (or other statutorily defined weapons) on campus is a violation of TCA 34-17-1309 and constitutes a felony punishable by a maximum sentence of six (6) years and a fine not to exceed \$3,000. The only exceptions to a general prohibition of possession are those specifically noted by law.

For more information: Office of Judicial Affairs and Mediation Services
KUC 128, 898-2750
Sgt. Steve Scott, Public Safety, 898-2424

Food Service

MT Dining offers several dining facilities conveniently located throughout campus to serve students who have back-to-back classes and the students who live on campus. No matter where students are on campus, there is dining nearby with options to cure those hunger pains. MT Dining provides two residential dining restaurants that offer all-you-care-to-eat meals. **McCallie Dining Hall** on the first floor of Corlew Residence Hall has been newly renovated and designed to offer exhibition-style options, healthy choices, home cooked meals, and a fun atmosphere to hang out in and meet new friends. The second residential dining restaurant on campus is **RaiderZone** located on the first floor in James Union Building. Here, students can also find favorite home-cooked meals, healthy options, and a great place to socialize.

MT Dining has an additional seven dining locations that offer a variety of restaurants. The **KUC Grille** is a modern food court that was renovated in 2009 with seven restaurants; Einsteins Bros. Bagels, Asian Express, Chik-Fil-A, Burger Studio, HomeZone, Pizza Hut Express, and Quizno’s. Beat the lines by ordering food online at mtsu.webfood.com or the kiosks located throughout campus. **CyberCafe** is a smaller food court located between Judd Hall and Gracy Hall. CyberCafe offers SUBWAY, convenience items, and the new Topio’s Restaurant. A full service Starbucks is featured in the James Walker Library. MT Dining offers convenience to students with three **Grab-and-Go** locations, one at the Business and Aerospace Building, another at Bragg Mass Communication Building. Lastly, check out the new **P.O.D. Express** (Provisions On Demand) at Peck Hall for snacks, drinks, and Grab-and-Go between classes.

Meal Plans

MT Dining offers several meal plan options that include FlexBucks, which are placed on the student ID card and can be used at any dining location on campus. Meal plans come with meals and FlexBucks. Meals can be used at

the RFoC at McCallie and RaiderZone at James Union Building. FlexBucks can be used at any dining location on campus. All first-year residents in University housing are automatically enrolled for a meal plan and will be billed with tuition. All other students who would like a meal plan must sign up either online or at the MTDining office in KUC 204. For meal plans to be billed on their tuition, students need to sign up before the end of the previous semester. Check out all the meal plans at www.mtdining.com.

FlexBucks

Meal plans come with FlexBucks, but students can purchase additional FlexBucks. Purchase \$500 or more in FlexBucks and become an mtVIP and get something to eat for free every day at one of MT Dining's locations and receive special offers just for mtVIPs via email. If students already have a meal plan and want to become an mtVIP, they can upgrade their FlexBucks to total \$500 and they are enrolled. Information and the mtVIP card can be picked up in KUC 204.

Dining FAQs

Can the dining plan be changed?

Plans may be changed (not cancelled) within two weeks from the time of purchase or two weeks after the first day of school, whichever is later.

How do I know how many meals I have left?

Check the number of meals remaining on your plan at the register in any restaurant location, or stop by the MT Dining office in KUC 204.

What if I have unused FlexBucks at the end of the semester?

Unused FlexBucks purchased apart from any meal plan roll over from fall to spring, but unused FlexBucks at the end of the spring semester are nonrefundable and nontransferable. **FlexBucks that are a part of meal plans expire at the end of each semester.**

Do any meals carry over from fall to spring?

Meals do not carry over from semester to semester.

Where can I use my meal plan?

Meals Plan are good at RFoC in McCallie and at the RaiderZone in the JUB. FlexBucks are accepted at all dining locations.

How can I find out my FlexBucks or meal plan balance?

Check with a cashier, stop by MTDining in KUC 204, or call 898-2675.

How do I pay for my meal plan?

Payment is by cash, check, Visa, or MasterCard. We cannot bill student University accounts at this time. Please direct financial aid and scholarship questions to the Financial Aid Office, CAB 218, 898-2830.

For additional information or to make a purchase, call 898-2675 or visit our offices in KUC 204. Visit www.mtdining.com for up-to-date meal plan information, secure purchasing, special event notices, and daily menus.

For more information: KUC 204, 898-2675 or 898-2790
www.mtdining.com

Fraternities

See Greek Life.

General Complaints and Grievances

Middle Tennessee State University is concerned that all students have a positive educational experience, are treated fairly and courteously by University personnel, and are provided an outlet to address conditions and circumstances that disturb them. Student complaints or problems with regard to MTSU services and programs should be directed in writing to the Dean of Students. A conference to discuss the complaint can be scheduled if so desired by the student. Every attempt will be made to resolve the student's concerns or a request for resolution and response will be directed to the appropriate department.

For more information: Ms. Sarah Sudak, Dean of Students, KUC 212,
898-5342

Dr. Debra Sells, KUC 212, 898-2440

General Education

The General Education Program at MTSU will provide all students with the intellectual building blocks that will make it possible to find meaning in an ever-changing world.

The program is at the core of MTSU's educational mission. It provides students with a broad knowledge and appreciation of the arts and sciences as well as the intellectual skills that provide a basis for effective communication, problem solving, and evaluation. The General Education experience gives students the opportunity to use various technologies to access and analyze information and to debate competing claims of evidence and systems of thought.

The program assists students in developing an objective view and understanding of the world, its institutions, and themselves by linking the cultural legacy of the past with the technological demands and global concerns of the contemporary world. Finally, it creates in students an awareness of the diverse nature of the world while encouraging them to become active, lifelong learners and participants in society.

To increase accountability and maintain integrity of the General Education Program, each component course will undergo periodic evaluation to determine the degree to which the course contributes to the mission of the program. Continuous monitoring will allow systematic change based upon student achievement relevant to the program. The program will foster in students the ability to

- think independently and critically;
- analyze and evaluate beliefs and attitudes, data and ideas, issues and values;
- gather information through various methods of inquiry;
- integrate and synthesize new ideas and information;
- communicate verbally, quantitatively, and artistically in a variety of contexts and media;
- weigh opinions and make decisions based on rational, ethical, moral, and aesthetic considerations;
- integrate acquired knowledge and personal experience with historical, cultural, and contemporary perspectives in a changing and diverse society; and
- recognize the significance of personal well-being and understand the roles, problems, and concerns of an engaged citizen.

For more information: Dr. Shelia Otto
PH 240, 898-5586

Grade Appeals

An inevitable result of student-faculty interaction is that there will be occasional disagreement concerning the appropriateness of the grade assigned in a particular course. MTSU provides a procedure for students to appeal a grade which they believe was not properly assigned.

Students should first attempt to resolve their concerns with the instructor; many times a miscommunication or lack of information has led to a misunderstanding that can be easily clarified. If an impasse still exists after this initial meeting, the student may appeal to the department chair within ten (10) days, but only if the student alleges “unethical or unprofessional actions and/or inequities” on the part of the faculty member (see www.mtsu.edu/policies/forms/MTSU_PandP_III-00-09.pdf). The department chair does not have authority to change the grade but will make a recommendation concerning the appeal within ten (10) days. If the student is still not satisfied, within fifteen (15) days he or she can request a Grade Appeals Committee review by contacting the provost’s office. The appeal must occur within forty (40) days of the graduation date for each term. The decision of the Grade Appeals Committee is final.

Concerned students are encouraged to seek explanation and assistance from their faculty advisors, the vice provost, or the dean of Student Life. Copies of the Grade Appeal policy are available on request.

For more information: Office of Academic Affairs, CAB 111, 898-2881
Your advisor

Grading Policy

A detailed description of MTSU’s grading policy is available in the MTSU undergraduate and graduate catalogs.

For more information: Your instructor
Your advisor
Records Office, CAB 102, 898-5690 or 898-5814

Graduation

Graduation ceremonies are held following the Fall, Spring, and Summer terms. Murphy Center is the site of this important occasion. Check the graduation website at www.mtsu.edu/records/grad.shtml for specific days and times for the ceremonies. Fall and Spring typically have two ceremonies on Saturday and Summer typically has one ceremony on Saturday.

Undergraduates. To apply for graduation, students should submit an Intent to Graduate Form and Upper-Division Form simultaneously to their coordinator of undergraduate services (graduation coordinator) during priority registration when two semesters are remaining until graduation. This allows time to check records and notify students so they will have two semesters to plan remaining courses. Consult the calendar in the current registration guide for the deadline date. The undergraduate form is available in the Records Office, Cope Administration Building 102, and online at www.mtsu.edu/records/docs/intentform.pdf.

All students must complete the general requirements as prescribed by the University and the specific requirements set forth for the degree sought.

Graduates. To apply for graduation, students should submit Intent to Graduate forms to the Office of Graduate Studies, ING 121. The Intent to

Graduate form is available online at www.mtsu.edu/graduate/forms.shtml or in the Office of Graduate Studies.

Applicable Catalog. Students may elect to meet the requirements of any one catalog published while they are in attendance at any Tennessee Board of Regents school, provided graduation is within seven years of the first academic term covered by the catalog elected.

Any specific question you may have about graduation requirements should be directed to your advisor.

For more information: Undergraduate and Graduate Catalogs
Your advisor
Records Office, 898-2600
Graduate Office, 898-2840

Graduation Testing Requirement (Undergraduate)

Undergraduate students are required, as a prerequisite to graduation, to take one or more tests designed to measure general education achievement and achievement in majors for the purpose of evaluating academic programs. Unless required by an individual program, no minimum score or level of achievement is required for graduation. Major field testing is required of students in selected programs. All graduating seniors are required to complete a General Education exam. Students will be notified about tests, test dates, and locations at their campus local addresses and by MTSU email. A \$25 fee is charged for make-up exams.

For more information: 898-2863 or www.mtsu.edu/testing

Greek Life

The Greek community at MTSU is based on four pillars: scholarship, leadership, friendship, and service. Fraternities and sororities are values-based organizations that seek potential members who are committed to upholding those ideals. The decision to become a member of the fraternity and sorority community reflects a commitment to these four ideals. While fraternity and sorority members strive for excellence in the classroom, the organizations provide a number of academic enrichment programs to members in an effort to maintain a high level of academic performance. Fraternity men and sorority women serve as leaders on campus and in the Murfreesboro community. The Office of Greek Affairs provides opportunities for members to develop their leadership skills while making lifelong friends who share the common bonds of brotherhood and sisterhood. Additionally, they have the opportunity to socialize with other students on campus through events like Homecoming, the Fight Song competition, Step Show competition, intramural sports, and Greek Week. Finally, fraternities and sororities at MTSU share a strong commitment to service and work together to support the Murfreesboro community and a number of local, regional, and national philanthropies.

The Office of Greek Affairs at MTSU advises the 29 Greek-letter organizations on campus under the umbrella organizations of the North American Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), National Association of Latina Fraternal Organizations (NALFO), and the National Pan-Hellenic Council (NPHC). The office provides holistic educational programming designed to bridge the gap between in-the-classroom learning and

learning that takes place through involvement in a fraternity or sorority, as well as the development of effective organizational leadership, recruitment, and risk management policies.

Health Insurance

Students who pay the health fee qualify for services available at Student Health Services. However, this health fee is not insurance. The health fee does not cover referrals, diagnostic testing, or prescriptions. If students do not have private insurance, it is recommended that they purchase a plan that will provide health care and hospitalization benefits in addition to the Student Health Center services. The Tennessee Board of Regents has selected an affordable student health insurance plan. All registered students taking six or more credit hours are eligible to participate. If students do have private insurance, be sure to check for (1) covered area for their HMO and (2) age eligibility limitations on parent's policy. Detailed information about student health insurance (including pricing and enrollment forms) is available on the Web at www.studentinsurance.com. Brochures may be obtained from Student Health Services (898-2988) or at Keathley University Center information desk. For other questions, contact Pearce and Pearce at 1-888-622-6001.

Health Promotion

Health Promotion provides students with health information and resources on a variety of topics. Health Promotion staff are also available to facilitate programming in classroom settings, in residence halls, or during student organization meetings. After-hours times are available. A list of available presentations can be found at www.mtsu.edu/healthpro. Please contact Health Promotion at least two weeks prior to the requested date. Health Promotion also coordinates activities such as National Collegiate Alcohol Awareness Week, Sexual Responsibility Week, and Safe Spring Break Week. Volunteer and intern opportunities are available for students wishing to assist in the planning of those events. Health Promotion is located in the Health, Wellness, and Recreation Center.

For more information: Lisa Schrader, 494-8704 or
www.mtsu.edu/healthpro

Health Services

Varicella (Chicken Pox) Immunization. The state of Tennessee requires proof of immunity to chickenpox in order to register for full-time credit hours. This is a requirement of all students born after 1979. Students may comply with requirement by showing proof of two doses of varicella vaccine; documented history of disease by a health care professional or positive blood titer for varicella immunity. Immunization forms and more information are available at www.mtsu.edu/healthservices.

Measles Immunization. Tennessee requires students entering colleges, universities, and technical institutes with enrollment of greater than 200 students to provide proof of two (2) doses of measles, mumps, and rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles if date of birth is 1957 or after. **Students will not be allowed to register for full-time status until an acceptable form is on file in the Student Health Services office.** For more

information, call 898-2988. This form is **NOT** required for students born before 1957, students attending part-time, or students who graduated from a Tennessee public high school in 1999 or later.

Hepatitis B and Meningococcal Meningitis Information. Tennessee mandates that MTSU provide information concerning hepatitis B infection and meningococcal disease for all students entering MTSU for the first time. All new undergraduates and graduate students will need to electronically sign a waiver form before they can register for classes. This information and acknowledgment statement are automatically displayed when new students register for classes on PipelineMT. If assistance with the PipelineMT password is required, please call the Information Technology Help Desk at (615) 898-5345. If students are under the age of 18, a parent or legal guardian must sign the form and return it to Health Services.

Location and Hours. Health Services and Campus Pharmacy are located in the Health, Wellness, and Recreation Center. During Fall and Spring terms, hours are 8:00 a.m.–4:30 p.m. Monday through Thursday and 8:00 a.m.–4 p.m. on Fridays. An after-hours telephone advice nurse is available at (615) 898-2988. Experienced advice nurses can help determine the best course of action: immediate medical care is needed, an appointment the next day, or self-care advice. Students may be asked for their student ID number (M number) in order to use this service. Emergencies and other medical needs that may arise during times when the Health Services Center is not open should be directed to the appropriate community facility. A modern emergency room is available 24 hours a day at Middle Tennessee Medical Center, only a short distance from the campus. Consult the *Yellow Pages* for walk-in clinics available during the early evening hours and on weekends. Students should call to verify specific office hours.

Services and Fees. Students must be enrolled at the time they seek services. There is no office visit fee to be seen by the medical staff for consultations or treatment of illnesses and injuries. Health Services charges minor fees for lab testing, x-rays, and other diagnostic tests. Health Services offers pre-employment physicals, FAA physicals, allergy injections, travel medicine consultations, and women's health services by appointment. Visit the Health Services website (www.mtsu.edu/healthservices) for a list of current fees.

Notes for class absences are not given by the Health Services staff. Each student is encouraged to know each professor's expectation for class attendance and respond accordingly.

Appointments are highly recommended. Visit www.mtsu.edu/healthservices/ or call 898-2988.

For more information: Student Health Services, 898-2988

Campus Pharmacy

The MTSU Campus Pharmacy is located in the Health, Wellness, and Recreation Center. Fall and Spring semester hours are Monday–Thursday, 8:00 a.m.–4:30 p.m. (the drive-thru is open until 5:00 p.m.) and Friday, 8:00 a.m.–4:00 p.m. (the drive-thru is open until 4:30 p.m.)

Campus Pharmacy is a full-service pharmacy with a selection of cough and cold remedies, first-aid supplies, vitamins, and other health supplies. Campus Pharmacy can fill prescriptions from both Health Services and outside physicians. Student ID card and all insurance cards (or photocopies of the front and back of cards) are required at the time of pickup. Cash, checks, Visa, MasterCard, and American Express are accepted, or purchases may be placed on the student's account.

For more information: (615) 494-8888 or www.mtsu.edu/pharmacy

Health, Wellness, and Recreation Center

Campus Recreation, part of the Student Health, Wellness, and Recreation Center, is one of the best fitness facilities in this area, if not in the Southeast. The Recreation Center offers more than 160,000 sq. ft. of fitness and recreational possibilities. It is home to six basketball/volleyball courts, six racquetball courts, and a three-lane indoor track. Two aerobic/dance rooms (a 2,800 sq. ft. room and a 4,000 sq. ft. room) provide a variety of group exercise opportunities and provide space for several of the university's sports clubs to practice. A 4,000 sq. ft. cardiovascular area overlooks an expanded weight room, which now offers more than 10,000 sq. ft. of free weights and a variety of fitness equipment. The center also features a 33 meter x 25 yard indoor, heated swimming pool with a water slide and diving board. Swimming lessons are offered almost year-round; water skills development classes and a variety of water exercise opportunities are also offered regularly. A new 3,000 sq. ft. outdoor equipment room provides checkout services for outdoor needs. Also housed in the facility is an indoor soccer arena and a rock-climbing wall. For your convenience, recreational equipment checkout is available at the front desk. Two men's and women's locker rooms are conveniently located, and lounge areas are scattered about, making it convenient to meet friends. A challenge course featuring both low-ropes and high-ropes challenges, including an Alpine tower, is located at the east side of the facility. Team-building opportunities using either or both options can be scheduled. A 4-ft. deep outdoor swimming pool and sun deck with four adjacent sand volleyball courts complete the center's recreational opportunities.

The Sport Club Complex, which includes football, soccer, and rugby fields and a walking trail, is located adjacent to campus on East Main Street. These fields are for the use of the sport clubs registered through the Campus Recreation Sport Clubs program and recognized by the University.

Hours of Operation

Monday through Thursday, 6 a.m.–11 p.m.

Friday, 6 a.m.–8 p.m.

Saturday, 9 a.m.–7 p.m.

Sunday, 2 p.m.–10 p.m.

Admittance policy. The Recreation Center is for the use of MTSU students and other authorized members of the University community (faculty, staff, spouses, dependents, and invited guests). A biometric identification system is used to allow entrance to the Recreation Center for current students, employees, and members. Membership information is available through the Campus Recreation website or through the office.

- **Student memberships.** Students who have paid fees at registration will have access to the Recreation Center through biometric identification (effective only for the semester in which the student is enrolled). Summer memberships for students not enrolled during the Summer terms but registered for Fall are \$50. Half-summer memberships are \$25 (from May graduation until June 30 or from July 1 until Fall classes begin).
- **Faculty and staff memberships.** Current faculty and staff have access to the Recreation Center through biometric identification.
- **Alumni memberships.** MTSU alumni may purchase memberships to the Recreation Center by paying appropriate membership fees.
- **Family memberships.** Members may purchase access for eligible immediate family members and/or dependents. Family is defined as a spouse and any children or dependents under the age of 21.

- **Affiliate memberships.** Affiliates, defined as individuals who interface directly with the University, may purchase access to the Recreation Center by paying the appropriate fees.

Guest policy. All Recreation Center members may bring up to two guests per day to the facility by paying a guest fee. Guest fees are \$3.00 per guest 15 and younger; \$5.00 per guest 16 and older. All guests 15 and under must be accompanied by a parent or legal guardian. Members are responsible for the conduct of their guests. Guests must be registered at the front desk by the Recreation Center member.

General Rules and Regulations

1. Food and drink is permitted only in designated areas: no chewing gum is allowed in the Recreation Center.
2. Programs such as scheduled Campus Recreation activities occasionally will have priority over drop-in and open recreation. If at all possible, part of the facility will remain open for drop-in participants.
3. Use of alcohol, tobacco of any form, or other drugs is prohibited in the Recreation Center.
4. Use of the center is considered a privilege. Individuals who do not cooperate with established policies, use abusive language, are under the influence of drugs or alcohol, or act inappropriately toward a University employee will be asked to leave and may have their privileges to use the facility revoked.
5. Posting flyers, signs, or posters on the bulletin boards in the Recreation Center is by permission only, which must be obtained from the marketing director, Campus Recreation Office, Box 556. Do not post anything in other areas of the center.
6. No tape is permitted on gym floors or walls.
7. To secure a bike, use bicycle racks instead of light posts or benches around the outside of the Recreation Center.
8. Campus Recreation is not responsible for loss due to theft. Secure all valuables in lockers. Locks are available at the front desk. A lost-and-found is located at the front desk.
9. Shirts and appropriate shoes are to be worn throughout the facility at all times except in the pool. Shirts and tops must cover the torso and abdomen.
10. Outside concession by permission only.
11. Roller blades cannot be worn anywhere in the Recreation Center except in the inline arena. All roller blades must be removed before entering the front door.
12. No pets are permitted in the Recreation Center or in the sun deck area unless used specifically as a service dog.
13. Only Recreation Center staff members may operate stereo and video equipment. Only personal headsets with personal stereos are allowed. Boom boxes are not permitted anywhere in the facility unless in conjunction with a special event.
14. All accidents and equipment damage must be reported to a Campus Recreation staff person or program supervisor immediately.
15. Personal private contract work, i.e., swimming lessons, personal training, and/or fitness workouts of any kind, is not permitted at the Recreation Center. Anyone interested in receiving private instruction should be referred to the main office for proper registration procedures.

Reservation of Areas or Rooms

No organized activities except those sponsored by Campus Recreation will be allowed at the Recreation Center without special permission. The Recreation Center is available for shared rental (during hours of operation with members) or exclusive rental (during nonoperating hours for private group use). Most areas in the Recreation Center and the surrounding recreation fields may be reserved. Groups wishing to reserve an area or outdoor field(s) must submit a **facility reservation application**. Rental rates are based upon the degree of affiliation with MTSU, type of rental (shared versus exclusive), staffing requirements, and setup costs. Facility requests are prioritized as follows:

- A. MTSU Campus Recreation
- B. MTSU student organizations
- C. MTSU departments/conferences
- D. Non-MTSU

Reservation Procedures

A **facility reservation application** may be obtained from the front desk or main office at the Recreation Center. Completed applications must be submitted to the Department of Campus Recreation by mail (P.O. Box 556, Murfreesboro), fax (615-898-5568), or in person at the Recreation Center. All applications must be received at least two weeks in advance of the requested date. Filing an application does not guarantee approval of the request. Upon approval, a **facility rental contract** must be signed and a \$25 (or \$50, depending on size of group) nonrefundable reservation fee made. The remaining fees must be paid in full on the day of the scheduled event.

For further information: Campus Recreation, Recreation Center,
Box 556, 898-2104

Racquetball Court Reservation Procedures

1. Four courts are available for reservations, which may be made one day in advance by calling 898-5157 or stopping by the equipment desk.
2. Two courts are available on a first-come, first-served basis and may not be reserved.
3. Only one reservation per call or visit with a one-hour limit on the courts. Only one reservation per person per day will be accepted.
4. Campus Recreation programs will make use of the courts on a periodic basis.
5. There is a 10-minute grace period on all court reservations.
6. A minimum of two players is required to reserve a court.

For more information: Campus Recreation Center
www.mtsu.edu/camprec
615-898-2104

Hearing Clinic

See Speech/Language and Hearing Clinic.

Hope Scholarship

See Tennessee Education Lottery Scholarship program (TELS).
Also see Financial Aid.

Housing and Residential Life

Housing and Residential Life at Middle Tennessee State University provides on-campus living accommodations for approximately 3,000 students. Residential living is a vital part of the MTSU experience, offering students exceptional opportunities to participate in academic enrichment and student leadership programs. Residents on the MTSU campus become part of an exciting community based on both campus traditions and scholarly activities. Facilities such as study lounges and computer labs, programs such as hall governments and learning communities, and specially trained staff help students to make the most of these living-learning environments.

Housing options. Types of housing available range from two- and four-person apartments in Womack Lane and four-person apartments in Scarlett Commons to more traditional buildings which feature two-person rooms and community-style baths. Single and private rooms are available on a limited basis only at a surcharge of an additional 75 percent over the room rate for regular rooms. For students with families, Womack Lane Apartments offer one- and two-bedroom apartments.

Amenities. Each complex is staffed with a combination of students and professionals trained to assist students in making a successful transition to MTSU and in enhancing personal and community development. Resident assistants are outstanding student leaders who live on each residential floor and assist with creating programs and activities, provide peer counseling and referral, and help to enforce University policy. Resident directors are MTSU students who have received additional training and are responsible for such programs as hall government, coordinating operations of the front desk, assisting with other administrative issues such as room changes, and providing emergency crisis intervention. Area coordinators are professional staff, with advanced degrees in such areas as education and counseling, who serve as general administrators of residential complexes and who supervise all staff in the buildings. A member of the professional staff is available at all times, including evenings and weekends, to assist in resolving problems.

Selected buildings within each residence hall complex offer 24-hour desks to assist students with general information, guest registration, equipment check-out, and maintenance requests.

All residence hall rooms for single students are provided with closet space and basic furniture including beds, dressers, and desks.

It is the resident's responsibility to be sure the room is in good condition at the time of checkout from the room. Students should provide their own bed linens, pillows, and personal effects. Maid service is not provided in student rooms; however, custodial service is provided in all public areas. Students may wish to bring a small trash can and a broom. Check the housing regulations for a list of electrical equipment allowed in residence halls.

Each room and apartment is also equipped with a telephone line. Residents may supply their own telephone instrument or have one provided by Telecommunications Services upon request. Information about MTSU telecommunication services including long distance, private lines, caller ID, and voice mail can be obtained from Telecommunications Services at (615) 898-2991.

On a monthly or bimonthly schedule, all rooms will be treated for pest control. To provide effective pest control, all rooms in an entire building must be sprayed. If you have a medical condition that may be aggravated by the chemicals used, these conditions should be made known to Housing and Residential

Life staff prior to accepting a room. We will be more than happy to review with a doctor the chemicals used to see if they will affect the student's condition.

Application procedures. To apply for residence halls and on-campus apartments, complete an MTSU Application for Housing and Residential Life License Agreement and return it with the required fees to MTSU Housing and Residential Life, Middle Tennessee State University, 1301 East Main Street, P.O. Box 6, Murfreesboro, TN 37132, or apply online at www.mtsu.edu/housing. Housing assignment priorities are based on the date of application; the University is unable to guarantee housing for all students. A completed application, signed by the student, indicates acceptance of the terms and conditions outlined in the Housing License Agreement. **Please be aware that the agreement is for a full academic year, including both fall and spring semesters.**

Fees for the semester must be paid before registration is complete unless other arrangements are made. Students should contact Housing and Residential Life for current rates. Payment of fees entitles the student to a space in housing but may not guarantee a specific space or hall. Final assignments are made by Housing and Residential Life, and while every effort will be made to honor requests, the student agrees to accept the space assigned. Students are encouraged to submit an application for housing in the fall before their arrival. Current residents may receive assignment priority by making application for the next academic year between August and early February.

Roommate conflict resolution. In the event of a roommate conflict, students are encouraged to seek assistance from the resident assistant, resident director, or area coordinator. A roommate contract can be mediated between the students by the staff member in order to focus on correcting the problem. The primary goal is to teach students skills in effective confrontation, problem solving, and compromise. If no compromise or other resolution is achieved, either student dissatisfied with continuing the roommate assignment may choose to move to another room. If both parties are uncooperative and unable to achieve resolution, the area coordinator may direct that both residents move to separate rooms on separate floors or to separate buildings.

For more information: Housing and Residential Life, KUC 300, 898-2860

Information Technology Resources Policy

Use of the computing and network resources at MTSU is governed by the University's Information Technology Resources Policy. Violation of this policy can result in the loss of all computing privileges at MTSU plus additional disciplinary action.

The policy covers several very important issues for using information technology resources at MTSU:

- Use the computer and network resources to enhance your education in the academic fields offered by MTSU.
- Do not abuse other users, the equipment, or computing resources.
- Do not do anything that would deprive or interfere with others' efforts to get a proper university education. Using the computer for entertainment in ways that consume large amounts of resources is an example of activity that could degrade or deprive others' use for educational purposes.
- Do not violate any laws.
- Do not install wireless network transmitters.
- Do not display obscene material in a public area.

- Do not, for example, harass or impersonate another. Do not copy the work of another and claim it as your own. Do not violate copyright laws. For the full text of the policy, go to ITD's Web page at www.mtsu.edu/itd.

Intercultural and Diversity Affairs Center

The mission of Intercultural and Diversity Affairs Center (IDAC) is to (1) involve and engage students, faculty, staff, and off-campus partners in understanding and appreciating the wealth of diversity represented within our campus community and (2) promote the recruitment, retention, graduation, and academic success of students from diverse cultural and international backgrounds by providing advocacy, advisement, and support for individuals and their organizations.

This mission will be realized through direct individual services that promote the academic and personal success of students from diverse cultural communities and through program offerings that address diversity, multiculturalism, internationalism, and acceptance of individual differences.

IDAC is excited to provide meaningful and relevant learning opportunities to our entire campus population and is committed to celebrating the value of each person.

For more information: KUC 124, 898-5812

International Programs and Services Office

See Intercultural and Diversity Affairs.

International Student Admission with F1 and J1 Visa Status

Undergraduate students who hold visas are admitted through International Undergraduate Admissions (located in the Sam Ingram Building). Graduate students are admitted through the College of Graduate Studies; however, International Undergraduate Admissions maintains immigration and medical documents required of all visa students.

Students holding F1 or J1 visas must be enrolled full-time for the Spring and Fall terms of each academic year. Dropping to part-time enrollment violates immigration status and can lead to deportation. During the last semester prior to graduation and under special guidelines, students may enroll part-time. The major department chair or academic advisor must contact staff in the International Admissions Office for notification to be made to immigration files prior to enrollment.

Students who hold visas are not allowed to automatically withdraw from school during a term. If it is necessary to withdraw, the student must meet with the associate director for international students in the International Admissions Office or the international graduate student coordinator for discussion, after which time the withdrawal will be processed.

With authorization from the associate director of international students or international graduate student coordinator, visa-holding students may work on campus as student workers for a maximum of twenty hours per week during the Fall and Spring terms. Off-campus employment must also be approved by the International Admissions Office or the international graduate student coordinator and authorized by the Immigration and Naturalization Service.

For more information: 494-8643

Internships

See Career Development Center.

Intramurals

Intramural sports through Campus Recreation provides an opportunity to engage in sports without pressure of division-level competition. Intramurals also provide opportunities to develop teamwork and leadership skills as well as socialize with others interested in the same type of activities.

For more information: Dr. Wendy Windsor or Mr. David Tippet
898-2104 or www.mtsu.edu/camprec

June Anderson Center for Women and Nontraditional Students

The June Anderson Center for Women and Nontraditional Students provides student support services conducive to learning and personal development for both women students and for the adult students who generally work full-time, are married, have children, and other adult responsibilities beyond their college experiences.

The center provides information and referrals about all aspects of academic and social life in person, by phone, via email, or through our convenient website that students can access 24 hours a day.

The center sponsors several student organizations and offers varied programs that function as a support system for women and nontraditional students. The center conducts learning opportunities to enhance self-esteem, intellectual growth, leadership development, to discuss gender issues, and to appreciate diversity, so that students may experience academic success, retention, and graduation.

The center also develops collaborations and partnerships within the University and with public and private sectors to serve the needs of all women and nontraditional students. Among these partnerships, the center facilitates a monthly legal clinic, an enrichment and professional development series, and other programs promoting awareness of domestic violence and sexual assault prevention, and celebrating National Women's History Month and National Nontraditional Student Week. All center programs and services are available to both men and women. All efforts are made to ensure confidentiality and volunteers are welcome to assist with the programs.

For more information: June Anderson Center for Women and Nontraditional Students, KUC 320, 898-5989, www.mtsu.edu/jawc

Keys

Room and apartment keys are the property of the University, and a student may not have duplicate keys made. Students who misplace their keys should contact their residence hall's front desk to be issued temporary keys. As a security precaution, students who lose their keys or are unable to produce the key at the time of checkout will have their locks changed and cores replaced and will be charged the appropriate fees. Residents are not permitted to share keys or loan them to other persons.

Leadership Development

Leadership Development at MTSU promotes a comprehensive array of both classroom and co-curricular opportunities designed to enhance personal growth, leadership skills, and community involvement. Guided by the philosophy that leadership is best developed in a relational and reflective environment, Leadership Development works to fully develop the leadership potential present in every student.

For more information: Leadership and Service, KUC 326S, 898-5812

Learning Labs

Tutorial labs are offered to students requesting assistance in the Mathematical Sciences and English departments.

For more information: Mathematical Sciences Department, JH 230, 898-2669
English Department, Library, 898-2573
(See also Library, Media: Instructional Media Resources)

Learning Resources Center, McWherter

McWherter Learning Resources Center (LRC) offers many services for faculty members and students. Students are particularly encouraged to use the services of Instructional Media Resources. (See also Library, Media: Instructional Media Resources, the University Lab at the LRC, and the Graduate Multimedia Development Center.)

The following are also located in the LRC: Audio/Visual Services, two master classrooms, WMOT-FM, and the Office of Professional Laboratory Experiences. The Instructional Technology Support Center, also located in the LRC, administers the University Lab at the LRC, three team-technology rooms, and three computer classrooms. The ITSC also administers the Satellite and Webcasting Center and the Educational Resources Channel at Middle Tennessee (MTSU Channel 9).

For more information: 898-2874

Library, James E. Walker

The James E. Walker Library is important to your success as a student. It offers a spacious environment for study and reflection, a broad range of information resources and experienced help to support general inquiry, course assignments, term papers, and research projects.

Librarians at the first floor Reference Desk assist with research needs. Additional help is available at the Computer Support Desk, Digital Media Studio, Curriculum Collection, Special Collections, and through our Distance Education program. The Library's website offers research guides, rich online information sources and various forms of help with using the Library.

The library is fully accessible to students with disabilities and provides specialized equipment and software for student use.

Library Resources

- Hundreds of desktop and laptop computers are available through multiple network connections and a wireless network

- A broad collection of books and journals in print and online
- Access to materials borrowed from other libraries through Interlibrary Loan
- Instruction in library research—including individualized research help (904-8530)
- Help provided through email, IM, telephone, and in person. See the help page <http://library.mtsu.edu/help/questions.php>
- Group study rooms, including many that are reservable

Important things to remember when using the library

- Bring your MTSU ID card. It is required for checking out library materials. Lost cards should be reported immediately because materials checked out on the card are the student's responsibility.
- Books can be checked out for four (4) weeks and renewed if another user has not requested them.
- Students are responsible for returning materials on time, and fines are charged for overdue items.
- Students should be sensitive to others who may need a quiet environment in which to study. Please use the group study rooms to talk in groups.

For a list of hours, call 898-2817 or visit the library's Web page at <http://library.mtsu.edu/information/hours.php>.

Suggestions for improving library services can be submitted to the suggestion box on the library's Web page (<http://library.mtsu.edu/information/suggestions.php>) or to the library administrative office (LIB 472; 898-2772). Forms that invite comments on what is right and what needs improvement are available at every public desk.

Recognition is available for all MTSU students through the Walker Library Book Honor Program. This is a way for parents and others to recognize your achievement as a student and help the library, too. For details, check the Web at http://library.mtsu.edu/administration/book_honor.php.

For more information: 898-2772, <http://library.mtsu.edu>

Library, Media (Instructional Media Resources)

Located in McWherter Learning Resources Center, Room 101, Instructional Media Resources (IMR) manages a large multimedia collection of video, audio, and data formats, including recorded books. Study rooms and carrels, an open computer lab with both Macintosh and Pentium PC computers, laser printers and scanners, and typewriters are available for walk-in use. Students may use video and data materials in the Media Library and may check out recorded books and other audio materials. For hours and services, visit www.mtsu.edu/~imr/. The Philip C. Howard Music Library is located in IMR facilities in LRC 101.

Library, Philip C. Howard Music

Located within Instructional Media Resources in LRC 101, Howard Music Library houses audio and video recordings, CD-ROMs, musical scores, and reference materials relating to classical, jazz, and popular music. Anyone with a valid MTSU ID may borrow scores. Students may check out recordings, but may only listen to these resources in carrels and not leave the building.

For more information: 898-2751

Living-Learning Programs at MTSU

Aerospace Learning Community

Freshmen Aerospace majors are invited to join the Aerospace Learning Community. This program is designed to build camaraderie and provide a support network for new Aerospace majors. The home for the Aerospace Learning Community is in one of the First-Year Experience buildings, Cummings Hall. To support students academically, students living in the Aerospace Learning Community have the option to enroll in the same section of AERO 1010, Introduction to Aerospace. AERO 1010 is required of all Aerospace majors. Topics covered in the course include the history of aerospace; opportunities in the field; fundamentals of flight, navigation, and meteorology; and Federal Aviation Administration regulations.

For more information: Housing and Residential Life, 898-2971

Deciding Students Floors

Space in Cummings Hall, a First-Year Experience building, is devoted to students who are undeclared. Special resources and programs are provided to these students to help them choose an appropriate major. In the first year of the program over 60 percent of the students had declared a major by the end of the first semester. This is a great place to live with other students who are learning about themselves and what the University has to offer.

For more information: Housing and Residential Life, 898-2971

Diverse World, Diverse Arts

The Diverse World, Diverse Arts Learning Community affords residents the opportunity to live among a diverse community of students interested in the arts and in integrating the arts into all aspects of the academic experience. The home for this community is Monohan Complex. Community members will have the opportunity to redefine their living and learning environments through participation in a variety of mixed-media artistic expressions; by helping to design and participate in programming highlighting the arts in MTSU, Murfreesboro, and middle Tennessee communities; and by participating in community service outreach activities. All students are invited to participate, but students in dance, theatre, arts, and music form the core of the community.

For more information: Housing and Residential Life, 898-2971

First-Year Experience Residence Halls

Cummings, Corlew, Smith, Beasley, and Sims Halls are the home of MTSU's First-Year Experience program. Services and programs offered in these residence halls are geared toward first-year students (29 college credit hours or less) and are designed to enhance academic success at MTSU. The First-Year Experience program offers a number of unique services for first-year students at MTSU, including lower-division classes taught in Cummings Hall classrooms, trained Learning Community assistants who live in the residence halls and who provide tutoring services in tutoring centers, and special workshops and programs designed to assist students with their transition to MTSU.

For more information: Housing and Residential Life, 898-2971

Give Me a Beat Learning Community

Freshmen RIM majors are invited to join the learning community specifically designed for them, Give Me a Beat. This program is designed to build camaraderie and provide a support network for new RIM majors. The home for the RIM Learning Community is in Smith, Beasley, and Sims halls. To support students

academically, all students living in the Give Me a Beat Learning Community have the option to enroll in the same section of RIM 1020, American Media and Social Institutions. RIM 1020 is required of all Recording Industry majors. The course analyzes the content and context of the American mass media to understand how they affect individuals and society. Community members also have the opportunity to take MATH 1710 together and have access to tutors. MATH 1710 grades factor heavily into the candidacy formula for the Recording Industry Department.

For more information: Housing and Residential Life, 898-2971

Honors Living and Learning Center

The Lyon Complex residence halls on the west side of campus are the home of MTSU's Honors Living and Learning Center. Honors students who live in the Honors Living and Learning Center must also enroll in at least one Honors class (three credit hours) each semester. Honors program participants living in the Lyon Complex have access to special facilities designed to help them make the most of their on-campus experience, including use of a computer lab, access to special Honors College programs and advisement, and other important activities and services. The Lyon Complex is located adjacent to James Union Building.

Students who live in these halls have the opportunity to interact with their professors outside of class, participate in Honors College seminars, and gain valuable leadership skills.

For more information: Housing and Residential Life, 898-2971
University Honors Office, 898-2152

Music at Middle

All music majors are encouraged to become part of this unique community open to music majors from audition to graduation! Musicians of all kinds find a place to come together in the beautiful Monohan Complex. Living among students of similar interests, talents, and academic requirements, provides support and camaraderie. Students will have unique access to faculty mentors and will have an opportunity to interact with visiting artists from a variety of disciplines. This community enables Music majors to integrate the academic, social, and artistic aspects of their lives. This community also offers the unique experience of having a music faculty member living in the building through the Faculty-in-Residence program.

Nursing

This program is dedicated to the success of women planning for careers in nursing. Living in the community allows interaction with other nursing and science majors and members of the School of Nursing faculty in a meaningful and enriching way. There is a variety of both fun and educational activities planned. A learning community for Nursing majors is located in Monohan Complex.

Pre Professional Programs: Pre-Med, Pre-Pharmacy, Pre-Dental

Initiated by the academic advisor of these programs, this learning community supports students in their pursuit of pre-professional majors in the health sciences. Preparing students for admission to professional school is the special focus of this community. It is housed in Monohan, where other learning communities for students in the sciences are also located, in order to optimize the use of resources and encourage interaction of students in these majors.

Women in Science and Engineering (WISE).

This learning community is in Monohan. On the west side of campus, this community is close to the science and mathematics buildings and provides ac-

cess to a 24-hour computer lab and study rooms on each floor. Students in the WISE learning community interact with faculty and professional women in their fields of study and have the opportunity to mentor junior high and high school girls interested in the sciences. WISE community members engage in a variety of science-related educational, service, and social activities.

For more information: Housing and Residential Life, 898-2971

Lost and Found

Items found should be delivered immediately to the Information Desk on the second floor of the KUC. You may inquire about lost items by visiting or telephoning the KUC Information Desk. Online lost-and-found claim forms may be found at www.mtsu.edu/mtunions.

For more information: KUC Information Desk, 898-2782

McNair Program

MTSU's McNair Program aims to help specific groups of undergraduate students prepare for graduate school and earn a Ph.D. Students with 60 credit hours and a 3.0 GPA or better are accepted. The program is open to first-generation college students with low income or those in underrepresented groups (Black, Hispanic, Native Americans). The program provides annual stipends of \$2,800. Weekly seminars cover such topics as how to write a curriculum vitae, how to write personal statements for graduate school applications, and how to select a graduate school. The program sponsors student travel to graduate schools and to professional conferences. Students conduct mentor-guided research in the summer, which they present to the MTSU community and which is published in the *McNair Research Review*.

For more information: Mr. Steve Saunders,
MGB 103, 904-8466

Meal Memberships

Voluntary meal memberships are sold by MTDining Services each semester and may be purchased securely online at www.campusdish.com/en-US/CSS/MiddleTennessee/ or in the Dining Services office located in Keathley University Center, Room 204.

Freshmen living on campus with 30 hours or less don't need to buy a membership because it is included with dorm fees. See Food Service for plans and details.

Mediation and Dispute Resolution

Mediation is a form of conflict resolution used to assist students in resolving differences between parties using nontraditional processes. Mediation is a voluntary process using trained and neutral third-party mediators to assist individuals in developing their own solutions to conflict. Mediation is commonly used to resolve roommate disputes or relationship issues. To learn more, visit www.mtsu.edu/judaff/med.shtml.

For more information: Office of Judicial Affairs and
Mediation Services, 898-2750, KUC 128

Military Center

MTSU's Military Center assists veterans, military personnel, and their families who are interested in a college degree. The center provides assistance and direction through the application and enrollment process; helps individuals understand and utilize their G. I. Benefits; provides information on degrees, advising, use of military credit, military-only courses, peer support, and much more! Readjustment counseling is available on campus through the Nashville Vet Center, providing free and highly confidential services for individuals (and their families) who have served in combat zones. The goal is to provide a military-friendly academic environment, to promote programs and services that ensure that military/veteran students have a positive experience at MTSU, and to facilitate their successful transition to civilian careers or enhanced military opportunities. The center works closely with BRAVO (Blue Raiders American Veterans Organizations)—MTSU's student veteran organization, to support and assist military/veteran students.

For more information: www.mtsu.edu/military/
Or contact: Cathy Delametter, 615-494-8952 or cdelamet@mtsu.edu

Nontraditional Students

See June Anderson Center for Women and Nontraditional Students.

Off-Campus Student Services

See June Anderson Center for Women and Nontraditional Students.

Orientation (CUSTOMS)

Orientation sessions for new students who enroll in the Fall are held during the summer. Students who enroll for Spring have orientation in December. During the program, new students (and their parents or spouses, if they choose to participate) meet with University administrators, faculty, staff, and students. Academic advisement and the opportunity for Priority Registration are also provided. Student orientation assistants (SOAs) assist in all aspects of the program, and students interested in applying for these positions should contact the new student orientation coordinator or the director of student development.

For more information: Ms. Gina Poff, KUC 326, 898-2454

Pageants

Miss MTSU Scholarship Pageant

This scholarship program is sponsored by Sigma Alpha Epsilon Fraternity. SAE crowns two winners, Miss MTSU and Miss Middle Tennessee Blue Raider. Both receive scholarships and represent the University in the Miss Tennessee Pageant, a preliminary to the Miss America Pageant.

For more information: KUC 326S, 898-5812

Miss Black and Gold Pageant

Sponsored by Alpha Phi Alpha Fraternity, this pageant presents contestants who are judged on beauty and talent. The winner receives a scholarship and competes in pageants at state, regional, and national levels.

For more information: KUC 326S, 898-5812

Mr. MTSU Pageant

Sponsored by Chi Omega women's fraternity, this is a fun pageant, in which male students model dress and casual fashions, display talent, and respond to questions in competition for the title of Mr. MTSU.

For more information: KUC 326S, 898-5812

Parental Notification

Middle Tennessee State University recognizes that students, parents, and the University are in a partnership in which each has the responsibility of promoting a healthy and productive educational experience. The University disciplinary process exists to provide corrective action that is educational and developmental, to protect the campus community, and to maintain an environment conducive to learning. Violations of the MTSU alcohol and drug policy can detract from that learning environment. We believe parents can assist students in fulfilling their educational goals through the use of open dialogue.

The *Tennessee Code Annotated*, Title 49, Chapter 7, Part 1 legislation by the General Assembly (House Bill 4088, Senate Bill 4108), requires Middle Tennessee State University to notify the parents or guardians of students under the age of 21 when those students are found responsible for alcohol- and drug-related offenses.

In addition, the parent/guardian may be contacted in any instance in which the health or safety of the student has been threatened either through the student's own acts or the acts of others.

Parent and Family Association

The MTSU Parent and Family Association was formed in 1998 to serve as a support network for parents and families of MTSU students. The Parent and Family Association is a volunteer organization that provides opportunities for families to become involved in their son's/daughter's education. The association also serves as a vehicle through which parents can ask questions and make suggestions. A regular newsletter, available to all members, is designed to keep parents up-to-date on happenings at MTSU. Membership in the association is \$60 for four years or \$30 for one year. If you or your family is interested in more information, please contact the Office of New Student and Family Programs or visit our website, www.mtsu.edu/parents.

For more information: Mr. Rob Patterson, KUC 326, 898-2454,
parents@mtsu.edu

Parking

MTSU seeks to encourage an awareness of rules regarding parking on campus and an attitude of cooperation by students. The University makes every reasonable effort to be sensitive to students' concerns and to offer suggestions

to students to assist them in operating their vehicles in concert with established rules.

Students should thoroughly familiarize themselves with the current *Traffic and Parking Regulations*, with which all motorists on campus must comply. This information is provided at the time vehicles are registered and is also available at the Parking and Transportation Services and the SGA offices. The following suggestions/information are offered as a student service.

1. Students may park only in the **green** permit parking spaces. Color-coded parking is enforced from 7 a.m. to 6:30 p.m., **Monday through Friday. Residents of Womack Lane, Scarlett Commons, and Greek Row have different color permits and limited, designated parking areas. Please contact Parking and Transportation Services at 898-2850 for further information.**
2. Parking patterns at the beginning of each semester are not typical. During this time, more cars are on campus and new students are not as familiar with parking rules, resulting in a more harried and congested situation. As the semester progresses, however, students will “learn the system.”
3. Any vehicle you operate on campus for any period of time must display either a regular or a temporary permit. A typical scenario has a new student using a family car to move into the residence hall, intending to return the vehicle home after a week or so. A lack of awareness of the need to obtain a temporary permit will result in a number of traffic tickets for “no campus permit.” If this occurs, it is necessary to obtain a temporary permit from the Parking and Transportation Services Office.
4. Because of lack of space and the scenic beauty of the interior campus, a very limited number of parking spaces have been created surrounding the main classroom buildings. Therefore, students who live in residence halls are encouraged to leave cars parked in the vicinity of their residence halls rather than attempt to drive to class. Commuters should plan to arrive on campus early enough to allow sufficient time to get to class. A shuttle, the Raider Xpress, runs from 7:00 a.m. to 10 p.m. Monday through Thursday and on Friday from 7:00 a.m. to 6 p.m. throughout the campus, from the perimeter to the center. Ample parking is generally available in the Tennessee Live-stock Center lot located off Greenland Drive, the Rutherford lot located at the intersection of Rutherford Boulevard and MTSU Boulevard, and the lot on Rutherford Boulevard across from Greek Row.
5. Qualified students can apply for disabled parking permits at the Parking and Transportation Services Office. Temporary permits for those students only temporarily disabled are also obtained through Parking and Transportation Services.

For more information: Current Traffic and Parking Regulations
Parking and Transportation Services, 898-2850

Pharmacy

See Health Services.

Placement

See Career Development Center.

Post Office

A full-service post office is located on the first floor of Keathley University Center. Window service is available from 8 a.m. to 4 p.m. Monday through Friday. Students residing on campus will automatically receive mail service. Stop by the Post Office with your student ID to get the combination to your box. Students living off campus who wish to receive mail service will need to bring their student IDs and pay \$12 at the Post Office window. Students not paying for a mailbox will either have their mail forwarded (notify the Post Office) or returned. Your mail should be addressed:

Your full name
Box
MTSU
1301 E. Main St.
Murfreesboro, TN 37132-0001

For more information: Post Office, 898-2459

Public Safety

The Department of Public Safety is recognized by the State of Tennessee as an independent police agency and is empowered to perform all law enforcement duties as authorized by law.

Officers are on duty 24 hours a day, seven days a week, for the safety and benefit of the students, staff, faculty and visitors. In addition, Public Safety provides and participates in several crime prevention programs such as Operation ID (engraving of personal property), student patrol escort services, RAD (Rape Aggression Defense Systems), personal safety classes for women, Crime Stoppers, and Residence Hall Adopt-a-Cop.

You should request assistance from Public Safety whenever the need arises. The department is located on 1412 East Main Street.

For more information: Sgt. Steve Scott, Public Safety, 898-2424

Radio

WMOT-89.5 FM (Middle Tennessee Public Radio 89.5) is the nationally recognized, professionally staffed, public broadcasting service of MTSU. The radio station is a member of the Middle Tennessee Public Radio network and features a music and news format. Selected University students are hired as part-time announcers.

For more information: Henri Pensis, LRC 200, 898-2800

RAIDER FUNDS

A personal **RAIDER FUNDS** account, accessed through the student's Blue ID, is available to all students at MTSU. **RAIDER FUNDS** is a declining balance, money management program that allows students a convenient and safe way to make campus purchases without the need to carry cash or the inconvenience of paying by check or credit card.

RAIDER FUNDS can be used to purchase meals and snacks at any of the food service locations on campus; to buy a meal plan or budget card from the food service office; to make purchases at Dwight's Mini Mart; to pay for

purchases at Phillips Bookstore; to pay fines at the library; to make copies at the library; to get items from many campus vending machines; to pay for services provided at the Student Health Services Center; or to pay any amount payable at the Business Office (i.e., parking tickets, telephone bills, fees).

Lost or stolen RAIDER FUNDS cards should be reported immediately to (615) 898-5523. At night or on weekends, call Public Safety at 898-2424.

Your personal **RAIDER FUNDS** account can be activated by making a minimum deposit of \$10.00 online at www.mtsu.edu/bursar or at the Business Office cashier windows. Go to blueid.mtsu.edu to view your RAIDERFUND\$ balance and transaction history. Cash withdrawals are not permitted.

For more information: 898-5079

Raider Xpress

Raider Xpress is a free shuttle bus provided Mondays through Thursdays between 7:00 a.m. and 10:00 p.m. and Fridays between 7:00 a.m. and 6:00 p.m. This service runs throughout campus, from the perimeter lots to the center. Locations of stops and routes are available in the *Traffic and Parking Regulations* handbook. Buses are accessible to individuals with disabilities. The service is intended to alleviate congestion in the campus core and make perimeter lots more useful.

For more information: Parking and Transportation Services, 898-2850

Recreation

Campus Recreation provides a dynamic, comprehensive recreation program for MTSU students, faculty/staff members, and guests. Activities and programming include competitive team sports intramural play, informal pickup games, fitness classes, swimming and water exercise, and outdoor recreation.

Activities available include

Team	Individual	Fitness	Outdoor
football	tennis	aerobics	Ocoee rafting
volleyball	racquetball	weight lifting	kayaking
basketball	sand volleyball	lap swimming	canoeing
softball	golf	swim gym	backpacking
dodgeball	ultimate frisbee	jogging	snow skiing
soccer	table tennis	walking	rock climbing
kickball	sports trivia	cardio exercise	caving

A variety of equipment is available at the equipment checkout desk at the Recreation Center. Equipment may be checked out by presenting your student M number. Equipment available includes basketballs; badminton racquets and nets; footballs and flags; Frisbees; golf clubs; racquetball racquets, eye guards and balls; soccer balls; softball bats, balls and bases; tennis racquets and balls; volleyballs, poles and nets; horseshoe sets; and weight belts.

Outdoor equipment is available through the Outdoor Equipment Rental office at the entrance of the Recreation Center. Rental fees for outdoor recreation equipment vary by type and length of time used. Outdoor recreation equipment includes two-person and five-person tents, backpacks, sleeping bags and pads, climbing shoes, canoes, kayaks, canoe trailers, caving lights and helmets, stoves, coolers, and cook kits.

For more information: Campus Recreation, Health, Wellness, and Recreation Center, 898-2104

Recreation Center

See Health, Wellness, and Recreation Center.

Recycling

The University encourages all faculty, staff, students, and alumni to be good citizens through their support of the MTSU Recycling Program. Recycling has reduced waste and the costs associated with waste disposal, conserved resources for the next generation, and reduced energy consumption while raising money for academic scholarships at MTSU. Since the MTSU Recycling Program began in 1972, **over 243 tons of paper products (paper, newspaper, magazines) and 46 tons of metal has been diverted from landfills.** The program, which provides collection in buildings on and off campus, also recycles cardboard, plastic, ink cartridges, batteries, metals, and several additional items. Recycling program proceeds have been used to establish more than 32 academic scholarships and to finish endowing a number of other scholarships representing a wide variety of academic departments. The recycling drop-off center for the campus and local community is located in the parking lot just to the east of the Greenland Drive entrance to campus. Containers for newspaper, magazines, aluminum cans, mixed paper, plastic, and cardboard are located there.

For more information: Center for Energy Efficiency, HOB, 898-2822

Registration

For registration information, access the “Registration Info” Web link found on the Records Office home page at www.mtsu.edu/records.

For more information: Scheduling Center, JUB 123, 898-5800

Registration Confirmation

To confirm a student will attend MTSU and validate his/her registration, it is necessary to access PipelineMT at www.mtsu.edu and do the following:

- Log in to **PipelineMT**, click on **RaiderNet**, then on the **Student** tab.
- Select **Student Account**.
- Select **Confirm Enrollment/Registration Payment/Account Detail for Term**.
- Select the term.
- Account balance summary and account detail for the term will be displayed.
- **To confirm**, click “**Yes, I will attend during . . .**” Wait for a confirmation number and **write it down**.
- If no confirmation number is received, there is a balance due, and student either needs to pay or contact the Financial Aid Office if receiving loans, grants, or scholarships which should cover the total bill.
- To pay, select **Continue**.
- Select **Recent Account Activity**; then select **Make a Payment**.
- Click on **Pay** or **Make a Payment**.
- Follow payment directions.

Please note: Reviewing the class schedule **does not** confirm registration; students **MUST** select the **Confirm Enrollment/Registration Payment/**

Account Detail option then select the option. “Yes, I will attend during . . .” When this option is selected, **A CONFIRMATION NUMBER WILL BE GIVEN IF REGISTRATION IS CONFIRMED.** When a CONFIRMATION NUMBER is assigned, **the system will hold student’s classes. If registration is not confirmed before the fee payment deadline, the class schedule will be deleted from the computer. Financial aid refunds cannot be processed until confirmation is completed.**

Check the online registration guide and www.mtsu.edu/bursar for detailed instructions, dates, and deadlines for each term.

All students who preregister and decide not to attend MTSU should access RaiderNet prior to the final fee payment date for the term to drop all classes from their records. If students decide not to attend MTSU after confirming, they must withdraw from the University. See withdrawal information on page 84.

For more information: Business Office, CAB 103, 898-2761
www.mtsu.edu/bursar

Release of Directory Information

The Family Education Rights and Privacy Act (FERPA) allows MTSU to release directory information concerning a student without his/her consent. Directory information includes student’s name, address, email address, telephone number, year and place of birth, major field of study, enrolled hours, student level, participation in officially recognized activities and sports (if student is a member of an athletic team, weight and height), dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information.

If students prefer that directory information concerning themselves not be released, go to the Records Office, Cope Administration Building 106, and complete a Non-Release of Information Form. This form is also available via the Web at www.mtsu.edu/records. All other offices will be notified not to release directory information. Students must select a period for non-release of directory information for (1) through the current term only, (2) until the student graduates or ceases enrollment, or (3) indefinitely.

For more information: Records Office, CAB 106, 898-5690

Religious Organizations

See Campus Ministry Organizations.

Repeated Courses

Students may repeat courses for the purpose of raising their grade point averages subject to the following:

1. No course should be attempted more than twice (i.e., repeated more than once) except upon the advice of the faculty advisor. The first time a course is taken is the first attempt; it is not a repeat until taken again. If a student repeats a course more than once, the hours will be added to the total GPA hours and therefore will be included in figuring the cumulative grade point average.

For example -

first attempt of ENGL 1010:

F = 0 GPA hours, 0 hours earned;

first repeat of ENGL 1010:

F = 3 GPA hours, 0 hours earned;

second repeat of ENGL 1010:

C = 6 GPA hours, 3 hours earned.

An example of a successful repeat:

first attempt of ENGL 1010:

F = 0 GPA hours, 0 hours earned;

first repeat of ENGL 1010:

C = 3 quality hours, 3 hours earned.

In other words, if a student **repeats** a course **once** and **improves** the grade, the effect on the cumulative hours taken is the same as if the course were successfully completed on the first attempt. However, if a student takes a course multiple times, each repeat increases the cumulative GPA hours; taking the same three-semester-hour course five times, for example, is one attempt and four repeats and therefore is 12 GPA hours;

2. The last grade earned will stand even if the last grade received is an F and the student has previously received a grade higher than an F. The previous passing grade will not calculate in hours earned. All repeated courses remain on the student's transcript with repeat notation.
3. Veterans receiving educational assistance benefits may not repeat courses previously passed and receive veterans financial assistance for such unless a minimum grade is required in the program.
4. Students may not repeat a course for credit in which they have previously earned the grade of A or B or P without approval from the department which houses the course. The Undergraduate Request to Repeat Courses form can be accessed online at www.mtsu.edu/records/docs/repeat_grade.pdf.
5. Students may not repeat a course in which they have previously received the grade of I (incomplete). Students must make arrangements with the instructor who assigned the incomplete to finish the course during the succeeding semester, excluding summer.
6. Students may use ENGL 2020 or ENGL 2130 or ENGL 2230 or ENGL 2330 or HUM 2610 interchangeably for purposes of repeating a course.
7. This repeat policy took effect in Fall 1981. All courses attempted since then are subject to this policy. Courses attempted prior to Fall 1981 are subject to the previous repeat policy.
8. Students who receive the TELS (Lottery) scholarship are subject to course repeat policies of the Tennessee Education Lottery Scholarship regulations and rules. Contact the Financial Aid Office for specific rules.

For more information: Records Office, CAB 106, 898-5690

Reserve Officer Training Corp (ROTC), Army

Military Science Department

The Middle Tennessee State University Army Reserve Officers Training Corps (ROTC) program provides college-trained officers for the Army, Army Reserve, and Army National Guard. Army ROTC enhances a student's education. It provides unique educational opportunities by combining leadership and management theory with actual hands-on experience. Army ROTC helps the student to develop self-discipline, physical stamina, and poise—the qualities basic to success in any worthwhile career.

Career Opportunities

Students who complete the Army ROTC program may pursue careers as officers in the Army National Guard, Army Reserve, or the active Army. Students selected for active duty will receive a starting salary in excess of \$45,000 per year, plus free medical benefits, and have opportunities to travel to assignments throughout the world. Students selected for reserve components receive more than \$4,900 per year for 12 weekend drills and annual training while pursuing their civilian careers. More importantly, the professional experience in management and leadership will enhance the student's marketability in any profession, civilian or military.

Program Description

The Army ROTC program consists of a two-year Basic Course and a two-year Advanced Course. The Basic Course is normally taken during the freshman and sophomore years. During these two years there is no military obligation and a student may withdraw at any time. Students who have taken Junior ROTC, have active duty military experience, or are currently a member of a Reserve/National Guard unit may receive placement credit for the Basic Course.

ROTC classroom instruction covers opportunities in the various branches of the Army, orienteering, basic first aid, pistol or rifle marksmanship, and leadership. In the leadership laboratory, students participate in rope bridging, drill and ceremonies, rappelling, weapons training, and camouflage techniques. During the sophomore year, course work in military leadership and land navigation is offered.

Students who decide to enter ROTC later in their college career may attend ROTC's Leadership Training Course at Fort Knox, Kentucky, to provide credit for all the Basic Course classes.

Only eligible students are authorized to enter the junior year of ROTC. Juniors receive a \$450 monthly stipend while seniors receive \$500. Upon entering the advanced course students are required to contract with the Army ROTC program which obligates the Cadet to obtain a commission and serve in the U.S. Army on active duty or as a reserve component officer. Advanced Course students are required to complete successfully the Leader Development and Assessment Course at Fort Lewis, Washington, between the third and fourth years of ROTC. This course evaluates how a student puts into practice the principles and theories he/she has acquired from on-campus instruction. Students receive pay for this course plus travel expenses, room and board, and medical and dental care.

The ROTC program, while mentally and physically demanding, provides a unique opportunity to acquire leadership and management skills required of military and civilian professionals. Members of the Blue Raider Battalion are among the finest students at MTSU.

For more information: Admissions Officer, Forrest Hall, 898-2470,
or www.mtsu.edu/arotc1

Residence Life Cinema

The Residence Life Cinema program provides a monthly menu of movies shown on Channel 19 of the campus cable system. Serving all on-campus housing areas, staff and students also assist in choosing movies of general interest to the residents of the halls.

Returned Checks

Returned checks are subject to a \$30 fine per check returned and may result in a late registration fee of \$100 and a \$25 late fee if the student is enrolled in the Deferred Payment Plan. If returned checks used as payment of registration fees are not promptly redeemed, the student will be deleted from the class rolls.

A student will not be permitted to pay registration fees by check if any previous check in payment of registration fees has been returned. This includes checks for deferred payment that are subsequently returned. Students on a **Cash Only** status should be prepared to pay registration fees with cash, cashier's check, certified check, money order, or by authorized credit card or check card.

The privileges of cashing checks and making payments for fees and charges by personal check will be revoked for a period of one year from the date the last check is redeemed if (1) more than one check is returned within a 12-month period, or (2) if any check returned is not paid within ten (10) working days. Students coded **No More Checks** may use cash, cashier's check, money order, or an authorized check card or credit card to make purchases or pay on student accounts.

Any student who was previously coded **No More Checks** and has another check returned will have all check-writing privileges at the University permanently revoked.

Security

See Public Safety.

Selective Service

All male U.S. citizens and noncitizens who take up residency in the United States of America, ages 18–25, must register with Selective Service prior to registering for classes at MTSU. This requirement does not apply to veterans and others exempt by federal law.

Service Opportunities

MTSU offers a variety of ways for students to volunteer on campus and in the Rutherford County community. Students may choose to join a community service-based student organization and participate in group volunteer work or volunteer individually as their schedules permit. Campus-wide volunteer opportunities include, but are not limited to, Up 'Til Dawn, Alternative Break, Habitat for Humanity, and The Big Event.

For more information: Leadership and Service, KUC 326S, 898-5812

Sexual Assault Awareness Month

April is nationally recognized as Sexual Assault Awareness Month, and every year at this time MTSU students are provided with a variety of opportunities to become more aware of issues of violence against women. Programs include events concerning women's safety; the Clothesline Project, a powerful display

of t-shirts on campus designed by family and friends of victims and survivors of sexual violence; and the annual Take Back the Night event, which enables campus and community members to come together, speak out against violence, honor survivors and victims, and show their support for ending sexual violence. Teal ribbons are distributed the entire month with sexual assault information and resources on cards. To volunteer or participate, please contact the June Anderson Center for Women and Nontraditional Students, 898-5989, KUC 320.

Sexual Harassment

See Harassment: Sexual and Racial.

Sexual Violence

Sexual violence is an umbrella term used to cover a broad spectrum of abusive behaviors. At MTSU, sexual violence is not tolerated. MTSU has developed policies and procedures to prohibit sexual violence, specifically the following disciplinary offenses:

1. Conduct Dangerous to Others—any conduct that constitutes a danger to any person’s health, safety, or personal well-being.

19. Sexual Battery or Rape—committing an act of sexual battery or rape as defined by state law.

31. Sexual Misconduct—may include any sexual act or penetration accompanied by threat, coercion, use of restraint or force, or any act where the respondent knows or should have known that the victim was unable or incapable of giving consent. (The numbers refer to the disciplinary offense numbers listed in the *Student Rights and Responsibilities* handbook.)

Students should be aware that ANY sexual intercourse without mutual consent is rape. Mutual consent cannot be established with a partner who is unconscious or unable to give consent due to mental impairment. Examples of diminished mental capacity include impairment due to alcohol or drug intoxication, sleep deprivation, and mental disorders or disabilities.

Any student who is a victim of sexual violence is strongly encouraged to seek medical treatment and to report the assault. A victim can report sexual violence to the Department of Public Safety, the Murfreesboro Police Department, MTSU Judicial Affairs and Mediation Services, or any of the offices in the Department of Student Life. Students may request assistance in reporting sexual violence by contacting the Department of Student Life or the Department of Housing and Residential Life. On-campus students are encouraged to contact their resident assistants, hall director, or area coordinator for immediate assistance.

The Office of the Assistant Dean for Judicial Affairs and Mediation Services will investigate all reported instances of sexual violence. When appropriate, disciplinary action will be taken against a student who is believed to have committed sexual violence. The *Student Rights and Responsibilities* handbook details the disciplinary process including victim rights and University sanctions. A student found responsible for committing sexual violence will face a wide range of sanctions up to and including suspension or expulsion from the institution.

Victims of sexual violence have a variety of resources available to them at MTSU. Victims are encouraged to use University and community resources to aid in recovering from this type of incident. Existing resources include

MTSU Counseling Services, KUC 329, 898-2670

MTSU June Anderson Center for Women and Nontraditional Students,
KUC 320, 898-5989
MTSU Office of Judicial Affairs and Mediation Services, KUC 128, 898-2750
MTSU Public Safety, 898-2424
Sexual Assault Center (Nashville), 615-259-9055
Domestic Violence Program and Sexual Assault Services (Murfreesboro),
494-9881
The Guidance Center, 893-0770
Domestic Violence, 896-7377
Middle Tennessee Medical Center, 396-4100

Victims desiring a change in their academic or living situations should contact the Office of the Assistant Dean for Judicial Affairs and Mediation Services. Accommodations will be made when reasonably available alternatives exist.

MTSU strives to educate the campus community about sexual violence in a variety of ways including educational programming during CUSTOMS and Sexual Assault Awareness Month. Educational programs and opportunities are available in the residence halls as well as to student organizations.

Sirens and Loudspeakers

To ensure against unnecessary disturbances to classes or to resident students, the use of sirens, loudspeakers, and other sound-amplification equipment on campus must be authorized in advance by the dean of Student Life or the director of Public Safety.

For more information: Dr. Danny Kelley, Associate Dean of Student Life,
KUC 326S, 898-5812

Smoking Policy

In general, the University smoking policy designates prohibited areas for smoking and areas where smoking is permitted. Smoking is not permitted in any University-owned or leased buildings or vehicles including hallways, classrooms, laboratories, seminar/meeting rooms, offices, restrooms, indoor or open-air athletic facilities, and performance halls. Smoking is permitted in designated areas of outdoor stadiums, in residence halls but limited to specific wings, floors, and quads designated by the housing director and posted as smoking areas, and in areas designated in the Grill and cafeterias by the facility managers.

The detailed MTSU smoking policy, including issues of compliance and enforcement and signage, is contained in the University's policies and procedures manual, Policy No.1:01:03 S.

Sororities

See Greek Life.

Speech/Language and Hearing Clinic

The Middle Tennessee State University Speech/Language and Hearing Clinic is located on the second floor of Boutwell Dramatic Arts Building. The clinic provides speech/language and hearing evaluations and therapy services to persons

in all age groups who have hearing, articulation, voice, stuttering, language, and/or other communicative disorders. Services are available to MTSU students at no charge.

For more information: Speech/Language Hearing Clinic, 898-2661

Spirit Program

Candidates must be full-time students and in good standing with the University. The Spirit Program includes the coed cheerleaders and mascot. Participants are selected in the spring and all will receive scholarships. All members must be enrolled in 12 hours minimum and maintain a GPA of 2.0.

For more information: Campus Recreation Center, 494-8907
www.mtsu.edu/mtcheer
Doug Daigle at ddaigle@mtsu.edu

Sport Clubs

The Sport Club program offers recreational and competitive activity for those with common interests. This program makes available to students both formal and informal opportunities for approximately 30 men's and women's sports. The Campus Recreation website (www.mtsu.edu/camprec) contains a list of all current sport club opportunities. Other activities may be available on request.

For more information: Campus Recreation, 898-2104

Student Patrol Escort

Public Safety will provide walking escorts for anyone on campus at any time. Public Safety utilizes MTSU students as part of the Student Patrol unit to handle requests for walking escorts between the hours of 6:30 p.m. and Midnight each day. In order to take advantage of this service, simply call Public Safety at 2424 and tell the dispatcher where you are.

Remember to call Public Safety at any time you feel you need assistance.

For more information: Sgt. Steve Scott, Public Safety, 898-2424

Student Programming

Because "college is more than just going to class," students and staff in the Student Programming office are committed to generating educational experiences *outside* the classroom. Students have opportunities to become directly involved in the planning and production of special events on campus. Active involvement enhances valuable life skills such as problem solving, process management, creative thinking, ethics, and values.

Membership is open to any student. There are no prerequisites—except a willingness to get involved! Also, students can join any of the seven all-student programming committees.

- **Concerts Committee.** To plan, produce, and present a balanced yearly program of a variety of concerts featuring well-known professional entertainers to the MTSU student body.
- **Films Committee.** To select and show a balanced program of full-length feature films and to plan, produce, and present an annual MTSU Student Film Festival in the Spring semester.

- **Fine Arts Committee.** To plan, produce, and present activities in the fields of art, drama, classical music, mime, art film, exhibitions, multimedia presentations, and dance.
- **Ideas and Issues Committee.** To offer lectures, contemporary debate, and well-known speakers, authors, activists, politicians, and others throughout the year.
- **Variety Committee.** To plan, produce, and present a yearly program of novelty activities, comedians, hypnotists, and other activities in the field of variety entertainment.
- **Promotion Department.** To plan and coordinate a promotion campaign for all Programming Committee events.

For more information: Student Programming, KUC 308, 898-2551,
 website: www.mtsu.edu/events or
www.mtsu.edu/whatsup

Student Right to Know

Information regarding graduation or completion rates of the student population or graduation or completion rates of student-athletes is available in the Office of Institutional Research.

For more information: Fay Parham, Jones Hall 153, 494-8803

Student Support Services

The Student Support Services (SSS) program is a federal TRiO grant funded fully by the U.S. Department of Education in the amount of \$255,505. TRiO SSS provides opportunities for academic development, tutoring in general education areas, sponsored cultural events, and personal and academic success workshops while motivating students toward the successful completion of their college degrees.

To participate and receive assistance, students must meet grant requirements including full-time enrollment at MTSU and a verified academic need AND first-generation student status and/or be income-eligible per federal guidelines OR have a disability. All services are offered free to participating students.

For more information: TRiO Student Support Services,
 Midgett 101, 898-5443,
www.mtsu.edu/ssupport

Students' Rights and Responsibilities

The *Students' Rights and Responsibilities* handbook establishes expectations and regulations governing individual behavior as well as the behavior of student organizations. The handbook provides detailed information about the disciplinary process in place at MTSU and establishes prohibited behaviors at the institution. Every student enrolled in the University is required to abide by these rules. All residential students are given a copy of the handbook upon moving in. Additionally, all student organizations are given a handbook. Handbooks are available throughout the year at various places across campus as well as in KUC 128. Students can also access the information online at www.mtsu.edu/judaff.

For more information: The Office of the Assistant Dean for Judicial Affairs and Mediation Services, KUC 128, 898-2750

Study Abroad and Exchanges

The Office of Education Abroad and Student Exchange (EA&SE) assists MTSU students in fulfilling their academic goals to study abroad. MTSU offers more than 300 program options in over 50 countries. In addition, EA&SE welcomes new exchange students every year to complete their study abroad program here at MTSU.

EA&SE is committed to serve students, parents, and faculty with exceptional education abroad programming. This process can be extensive, so please do not hesitate to contact the office with questions and concerns. It is never too early to begin planning an international component to a student's degree program. Students are encouraged to visit the EA&SE website and to visit the office in Peck Hall, Room 207.

Eligible students can apply for the MTSU Study Abroad Scholarship. There are four annual application deadlines: September (winter programs), October (spring programs), January (summer programs), and February (fall and full year programs). Awards typically range from \$250 to \$5,000. Please see the website for all scholarship criteria, application materials, instructions, and current deadlines.

For more information: MT Abroad Office, Peck Hall 207, 898-5179, email mtabroad@mtsu.edu, or www.mtsu.edu/~mtabroad

Office hours: M–F, 8 a.m.–noon and 1–4:30 p.m.
Walk-in advising schedule: M, T, W, 1–4 p.m.
Thursday: appointments only.
(24 hour advance notice please)

Technology Resources on Campus

Information Technology Division (www.mtsu.edu/itd)

The MTSU Information Technology Division (ITD) manages and supports information technology resources on campus. ITD manages the campus network and MTSU's primary academic and administrative computing systems, provides telecommunications services, promotes and supports instructional technology, provides academic computing support, provides technical support, supports MTSU's primary administrative applications such as student information, and oversees the campus Web pages and ID system. ITD is located in the basement of Cope Administration Building. Services for students are listed below.

Student Computing Accounts

All students are provided with a computer account that includes an email account, space on the Web server, and access to web-based applications. Faculty can use computer resources for course communication and development for course-related websites.

Student Information Services

The information technology infrastructure enhances student learning by facilitating access to services and resources regardless of physical location or time of day. Infrastructure includes the following:

Academic Servers. The academic servers are available to students and faculty 24/7 throughout the year except for periodic maintenance. These servers provide email, computing accounts and access to statistical packages, programming languages, along with other software.

Administrative Servers/Web Portal. PipelineMT provides students, faculty, and staff with access to information housed in administrative information systems, i.e., Student, Financial Aid, Human Resources, Finance, Alumni, and others. With PipelineMT, many academic and administrative services can be accessed from the Web. A connection to PipelineMT can be made from the MTSU home page by clicking on the PipelineMT link.

- Students can complete the registration process, schedule classes, check for open courses, pay fees with a credit card, access grades and transcripts, process financial aid, determine account balances, and access many other areas via their portal accounts. (Some options may be unavailable during special billing and grade processing.)
- Faculty access course information, use the D2L learning management system, and submit grades.
- Staff can access their Human Resources data and make adjustments as appropriate.
- PipelineMT provides access to University email, targeted and personal announcements, calendaring options, and selected websites.
- Course tools such as class email distribution lists, file posting, message boards, class calendars, and chat are available to course enrollees and instructors.
- The group studio tool allows student organizations and faculty collaboration groups to have PipelineMT space to post group announcements, conduct group activities online, and exchange ideas among group members.

Network Access. Access to the Internet is provided via NetTN, the state network. Access to Internet2 and applications such as the Access Grid is provided via a sponsored connection by Vanderbilt University. Residence hall rooms and apartments are 100 percent wired for network access, with a “port per pillow” available and an additional port in the common rooms of campus apartments. Wireless access provides network access in areas where wiring would be impossible or impractical. All classrooms and common areas have wireless coverage.

MTSU BlueID Card: The MTSU BlueID card identifies students, faculty, and staff for access to campus services and privileges. Students use BlueID to receive health services; attend campus events; gain entry into the Recreation Center, dorms, campus computer labs, and residence hall computer labs; check out books from the library; and purchase extra tickets to campus events. The BlueID card also serves as a meal ticket and library card.

The BlueID card can become a debit card for use across campus if a student chooses to deposit money into a RAIDER FUND\$ account. RAIDER FUND\$ can be used to purchase items at Phillips Bookstore, to pay registration fees, buy a snack or soft drink at many campus vending machines, or purchase meals at any of the food service locations on campus.

The BlueID office is located in JUB, Room 306. Hours at the BlueID office during nonregistration times are Monday through Friday, 8:00 a.m. to 4:30 p.m. (For evening students, BlueIDs are made in KOM, Room 126. Evening hours vary depending upon class schedules.)

If a BlueID is lost, it will be invalidated as soon as the loss is reported. The BlueID office can be called during regular business hours or MTSU’s Public Safety can be called after hours. Replacement cards are made for lost or stolen BlueID cards. There is a \$10 fee for replacing a card. A free replacement card will be made for any card that breaks if the student brings in the broken card.

MTSU’s Online Learning Environment (D2L) Your instructor(s) may choose to use MTSU’s online learning environments to support coursework. These Web

pages may be used to provide course materials, allow you to communicate with your instructor and classmates, complete assignments, and check grades.

ITD Student Publications

Information Technology Handbook for MTSU Students. This handbook provides information to get students started with their computing accounts and to introduce them to campus information technology resources. These handbooks are given to every student who has a BlueID card made and are also available at ITD in Cope, Room 003.

The “Technology and You” brochure outlines the various technology-related services available to students at MTSU. These brochures are given to every student who receives a BlueID card and are also available in Cope, Room 003.

The student newsletter, “Technology Xpress,” is an online publication featuring technology-related items of particular interest to students.

Master Classrooms

ITD currently supports more than 200 computerized classrooms. These classrooms, designed in collaboration with the Academic Affairs Division, contain a PC and/or Mac computer, a teacher station with AMX touch-screen control panel, various media sources (DVD, VCR, document camera), ceiling mounted projector(s), and whiteboards. Designs vary per departmental needs and teaching requirements.

Other ITD Student Services

Information Technology Help Desk. The Information Technology Help Desk is available 24 hours a day, 7 days a week when classes are in session. Students may visit in person, call, or email the Help Desk. The IT Help Desk is staffed with two full-time technicians and many students who are specifically trained to answer technology questions as they relate to MTSU products and services.

Student Laptop Service. As an additional service to students, the Help Desk provides virus and wireless help for student-owned laptops at assigned times Monday through Friday.

Student Technology Assistant (STA) Program. The Information Technology Division provides technology, customer service, and life skills training to all University computer lab student assistants via the Student Technology Assistant (STA) program. To apply for an STA position, go to www.mtsu.edu/~sta and complete an application.

Campus/Departmental Computer Labs

University Computer Labs. All students, faculty, and staff may use any one of the five computer labs committed to serving the computing needs of the campus. The labs also provide evening and weekend hours. One of the five labs is open 24 hours a day, 7 days a week when classes are in session and is located centrally on campus. The five University computer labs are strategically located throughout campus for convenient and easy access. In addition to the labs that are labeled University labs, there are seventeen other computer labs on campus that are open to all students.

Departmental Computer Labs. There are several departmental labs designated for students in specific departments or programs.

James E. Walker Library

Walker Library provides access to a print collection of over 900,000 volumes, more than 300,000 e-books and 20,000 journals, an online catalog, numerous electronic databases, and Internet-based resources. More than 300 desktop computers and 50 lap tops are available for student use. Printing is available from networked printers and express print station. The Digital Media Lab offers 20 advanced computers, flatbed scanners and color printing. All computers offer Microsoft Office Suite. Specialized computers with adaptive technology are provided on every floor. Computer access is via wired and wireless connections. These and other services are described at the library's website (library.mtsu.edu). **For more information**, James E. Walker Library, 898-2817

With the library's catalog, you may find books, periodicals, and other materials in Walker Library as well as collections in the Center for Popular Music, Instructional Media Resources, and Howard Music Library. The course reserves section of Voyager allows you to find materials that have been placed on reserve by your professors and, in some cases, to obtain a copy of the class readings online. To check out materials from Walker Library, you must use your MTSU ID card.

Librarians have organized collections of discipline-specific electronic resources on the Research Gateway (library.mtsu.edu/research). Types of sources included are electronic journals, full-text databases, citation databases, and suggested websites as well as recommended print resources. Examples include Academic OneFile and LexisNexis Academic. Academic OneFile covers all subjects in more than 11,000 periodical titles and includes over a million full-text periodical articles. LexisNexis Academic contains the full text of thousands of newspapers from all over the world plus many legal, government, and business and industry sources.

Access to most of the library's electronic resources is provided by the on-campus network and by remote login access.

Laptop computers are available for use in the library to connect to one of the approximately 800 public data connections as well as the wireless network. Students who own laptop computers with Ethernet card may use these data connections as well. Instructions are available at <http://library.mtsu.edu/information/computing>.

For immediate assistance regarding library resources when the library is open, please contact the librarians at the Reference Desk (898-2817, press 3). to submit questions online, see the Get Help section of the library's Web page. A member of the library faculty will answer questions within 24 hours during the week and by next workday on weekends and holidays.

Instructional Technology Support Center The Instructional Technology Support Center (ITSC), located in the McWherter Learning Resources Center (LRC), provides educational media resources for MTSU students, faculty and staff.

Audio/Visual (A/V) Services, a unit within the ITSC, supports faculty use of audio/visual equipment through its equipment section and helps faculty create high-quality original videos through its television section.

Instructional Media Resources (IMR), another ITSC unit, is a multimedia library housing a large video collection in various formats as well as the Philip C. Howard Music Library. Students may view videos in the collection at one of the many viewing and listening carrels located in the media library. They may also

check out books on CD from our growing collection of fiction and nonfiction titles.

The ITSC also administers the University Lab @ LRC. Windows and Macintosh computers are available for use by students, faculty and staff in LRC 101, one of the few MTSU facilities offering University-wide access to Macintosh computers. Team technology rooms featuring TeamSpot collaborative software are available for student use in the university lab. The ITSC also manages two Windows computer labs (LRC 101A and LRC 101B) for faculty and student use and provides access to an advanced technology classroom in LRC 241. Graduate students may create multimedia presentations in the Graduate Multimedia Development Center, another University Computer lab, with the help of Center staff.

The ITSC houses the MTSU Satellite and Webcasting Center, which broadcasts high-quality educational programming via satellite, webcasting, and cable television. The ITSC also administers the Education Resource Channel @ Middle Tennessee (MTSU Channel 9). The College of Mass Communication administers MTSU Channel 10.

Education Resource Channel @ Middle Tennessee (ERC@MT). ERC@MT produces unique programming to enhance K-12 education, teacher professional development, and lifelong community learning in middle Tennessee. The station creates and produces high-quality educational programs and records outstanding academic events. This programming enhances the University's mission to educate a diverse student body. ERC@MT also locates external sources of programming that fulfill the University's mission to promote openness and provide service to the community.

University College: Academic Outreach and Distance Learning

MTSU's University College coordinates academic outreach and distance learning courses. These courses include those offered via videoconferencing, correspondence, and online and those offered off campus. Videoconferencing classes are located in KOM 122 and BAS S273. The college also coordinates the Evening School and the Bachelor of University Studies and Regents Online Degree Programs. More information about distance learning courses is located at www.mtsu.edu/learn.

Theatre

MTSU Theatre and Dance proudly presents four major productions each year plus fall and spring dance concerts. Regardless of major, all students may audition or participate in design/technical areas. Student admission is FREE with presentation of a valid MTSU ID. All tickets are sold at the door.

For more information: Department of Speech and Theatre, BDA 205, 898-2640, or www.mtsu.edu/theatre

Dance

MTSU Dance Theatre produces two major dance concerts and other public performances annually. All students may audition for major dance productions. Students involved in ballet may also participate in the Ballet Association. Other dance opportunities within classes and productions include working with guest choreographers and master teachers in ballet, modern dance, and jazz.

For more information: Mr. Kim Neal Nofsinger, Fairview 138, 904-8392, or nofsinge@mtsu.edu

Theatre Clubs

Each semester Alpha Psi Omega, the national honorary dramatic fraternity, sponsors plays, performance opportunities, and other theatre-related activities such as 24-hour Theatre. Membership is achieved through work in the theatre.

For more information: Ms. Deborah Anderson, BDA 104, 898-2276, or danderso@mtsu.edu

Theft

MTSU encourages all students, faculty, and staff to take positive steps to prevent the likelihood of theft of personal or institutional property.

Doors to offices and residence hall rooms should be locked if not occupied. Similarly, automobiles should be secured to prevent easy access. Expensive car stereos, radios, radar detectors, and other items should not be left in unsecured cars that are unattended. Bicycles should be locked to the racks provided near residence halls and academic buildings.

Valuable jewelry, keepsakes, and other irreplaceable items should be left at home. Money, billfolds, and purses should be kept in secure areas when not in use. All personal property should be engraved with the owner's name and identifying number (not a social security number or date of birth), when possible.

Students should be careful to put their names and other identifying marks in their textbooks. Textbooks should not be left unattended, especially in the following areas: the bookdrop in Phillips Bookstore, the bookdrop in Corlew Hall cafeteria, the JUB cafeteria, and Walker Library.

Stolen books should be reported to Public Safety and Keathley University Center 128 as soon as possible. All other instances of theft should be reported to Public Safety.

For more information: Assistant Dean of Judicial Affairs and Mediation Services, KUC 128, 898-2750
Sgt. Steve Scott, 898-2424

Tickets, Athletic and Other Events

The Athletic Ticket Office is open Monday through Friday from 8 a.m. to 5:30 p.m. and is located at Gate 1A of the football stadium.

Regular season athletic events are free to all MTSU students with a valid ID. In addition, MTSU students may purchase student guest tickets at a reduced rate in advance and on the day of the game.

Many University-sponsored events are free to students. Others have reduced ticket prices. For information concerning athletic events, concerts, or other events, please call 898-2103 or 898-5261.

For more information: Athletic Ticket Office, 898-2103 or 898-5261
www.goblueraiders.com - Click Ticket Tab

Tickets, Traffic

Students at MTSU are subject to the rules and regulations regarding traffic and parking. Violations of these rules may result in a ticket being issued which will require payment of a fine. The appropriate fine will be assessed for the violation committed. The vehicles of violators with five (5) or more citations (paid or unpaid) in a semester will be immobilized or towed at the owner's/registrant's expense.

In order to avoid substantial financial penalty, students should be thoroughly familiar with the parking rules and regulations.

A student may complete an application to appeal ticket(s) by going to the SGA website at www.mtsu.edu/sga. The appeal will be heard by a student board, which will decide whether or not the ticket(s) will be voided.

The MTSU parking permit must be properly attached to the FRONT windshield in the extreme lower corner on the driver's side OR hung from the rearview mirror of the vehicle being operated, with the decal number facing the outside of the car and clearly visible. In those cases where compliance with the above is not feasible, **the permit must be clearly visible through the front windshield when viewed from outside** or the registrant must consult with Parking and Transportation Services for proper placement of the permit. The responsibility of transferring and properly displaying the hang tag rests with the individual to whom the permit was originally issued. If for some reason the hang tag is not transferred to the vehicle being parked on campus, the individual originally purchasing the hang tag will be required to obtain a temporary one-day permit. If an individual with a current permit receives a citation for a missing or improperly displayed hanging tag, the citation will be cancelled only if it is taken to the Parking and Transportation Services Office within seven (7) class days of issuance and the violator can show the current permit at that time. (Vehicle must be parked in a designated parking area according to the permit color for the citation to be cancelled.) No more than three (3) such citations will be cancelled per semester. (Note: In the event that a vehicle receives more than one "No Campus Permit" ticket during a calendar day, those tickets will be reviewed as one offense.) Class days are Monday through Friday, excepting official University holidays for faculty, staff, and/or students.

Tickets are paid at the Business Office in Cope Administration Building.

For more information: Student Government Association, KUC 208,
898-2464
Parking and Transportation Services, 898-2850

Transcripts

Transcripts are furnished free of charge upon written request signed by the student. A transcript will not be issued, however, until all debts owed to the University, such as parking tickets and library fines, are paid.

Unofficial transcripts are available in RaiderNet. A transcript request form is available via the Web at www.mtsu.edu/records.

To request an official transcript, students must complete and sign a request form available at this link: www.mtsu.edu/records/sforms.shtml. This form may be submitted to Records Office, Cope Administration Building 106, or faxed to the Records Office at 615-898-5538.

For more information: Records Office, CAB 106. If your last name begins with A-I, call 898-2163; J-P, call 898-2162; Q-Z, call 898-2164.

Transfer Student Services (TSS)

TSS functions as a central point of information for campus resources, services, and opportunities specifically for transfer students. TSS provides transfer students with academic support and guidance for navigating the University. The TSS mission is to help transfer students succeed.

- **Making Academic Progress** (MAP) provides support to students that includes a free study behavior assessment, assistance with goal setting, and improving academic performance and accessing campus resources to enhance the MTSU experience.
- **University Studies 2020**, Successful Transitions, is a one-credit-hour seminar for transfer students designed to improve academic performance, explore careers, and assist students with making a successful transition to MTSU.
- **Tau Sigma National Honor Society** is an academic society designed to recognize and promote the academic excellence and involvement of transfer students.

For more information: Transfer Student Services
 McFarland Building 140, P.O. Box 262, 898-5728
www.mtsu.edu/transfer
transfer@mtsu.edu

Undeclared Majors

See Academic Support Center.

Undergraduate Degrees, General Requirements for

To graduate from MTSU with a bachelor's degree, a student must currently meet the following requirements:

1. Students must complete a minimum of 120 semester hours with a 2.00 grade point average. (Some programs may require more than 120 hours.)
2. A minimum of 25 percent of credit for each degree awarded by MTSU must be earned through offerings by the University. Typically, a minimum of 30 hours earned through MTSU is required; however, in degree programs of more than 120 semester hours a greater number of hours would be required.
3. At least 42 semester hours of junior and senior (3000-4000 level) courses must be completed with an average grade of C (2.00 GPA) or better. Courses numbered 1000 and 2000 which are substituted for 3000- or 4000-level courses may not be used in the calculation of the 42 upper-division hours. A minimum of 30 semester hours of junior and senior (3000-4000 level) courses must be completed through MTSU.
4. With approval of the dean of the college in which the student is pursuing the major, a candidate may complete six of the last 18 hours at another college or university or by CLEP.
5. No more than 60 semester hours completed by credit-by-examination, credit for service-related experience, and flight training may be counted for credit in a degree.
6. Students must complete at least nine semester hours at the upper-division level through MTSU in each major and at least three semester hours at the upper-division level through MTSU in each minor. Additionally, no course used to satisfy a requirement in a major or minor may be used in another major or minor.
7. The student who seeks a second concentration in a major must complete a minimum of nine (9) hours that do not duplicate hours in the first major/concentration.

8. A minimum of 60 semester hours of senior college credit will be required of all students who transfer from colleges of less than four-year designation.
9. A minimum 2.00 GPA will be required in a major pursued as a graduation requirement and a minimum 2.00 is required in some minors.
10. All candidates must meet the General Education requirements and satisfy a technology requirement as outlined below.
NOTE: Information applicable to transfer students may be found in the undergraduate catalog.
11. No more than 25 percent of the credits for nonbusiness degrees may be in courses commonly found in a school of business. Additionally, a student can have only one business minor.
12. **During priority registration when two semesters are remaining for graduation, students must complete upper-division and Intent to Graduate forms and file them with their graduation coordinators.** Both forms may be obtained from the office of the head of the department/school in which the student expects to major. A minimum 2.00 GPA in the major field and on all work attempted is required for unconditional admittance to the upper division and to candidacy, unless otherwise stated by a program, for the bachelor's degree. Some programs require formal approval with additional requirements for admission to candidacy.
13. Any or all students may be required to take one or more tests designed to measure general education achievement and/or achievement in selected major areas as a prerequisite to graduation for the purpose of evaluation of academic programs. Unless otherwise provided by an individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required for all students, for students in selected programs, and for students selected on a sample basis.
14. In compliance with SACS accreditation standards, all students will have training in and use of technology.
NOTE: In all instances, meeting the requirements for graduation is the responsibility of the student.
In addition to the general requirements above, candidates for various degrees must meet certain other specific requirements.

Union Building, James

The James Union Building (JUB) is a multipurpose building housing University catering services, banquet facilities, a cafeteria, the Faculty Dining room, the Tennessee Ballroom, classrooms, meeting rooms, and various administrative offices. Department of Recording Industry Studio C, the Scheduling Center, and the Faculty Senate offices are on the first floor. The second floor includes the JUB reservations office, Aramark Dining offices, the Tennessee Room, and Hazlewood Dining room. The Philosophy Department and ID Office are on the third floor.

For more information: Ms. Brenda Wunder, JUB 200, 898-2797/898-2591
Ms. Jennifer Kirk, KUC 201, 898-2590

University Awards

The University recognizes annually four students for exemplary character and achievements in scholarship, leadership, and service. These awards are the President's Award, the Provost's Award, the LaLance Achievement Award, and the Community Service Award. Recipients are honored in the spring. Awards are also offered in student organizations, Student Government Association, and Greek Life, among others.

For more information: Dr. Danny Kelley, Associate Dean of Student Life, KUC 326, 898-5812

University Center, Keathley

Keathley University Center is a student-oriented building housing meeting rooms, the Grill, bookstore, mini-mart, post office, ATM machines, and student personnel offices. In cooperation with Special Events, the center offers concerts, movies, and other activities for the campus community.

For more information: KUC 201C, 898-2590

University College

The University College at Middle Tennessee State University manages the distance learning programs for credit and professional development, the summer school program, the evening school program, off-campus programs, and numerous other special programs and initiatives to serve students and the community while meeting the goals of the University's Academic Master Plan. These programs serve diverse populations, enhance the quality of life and economic development, and allow participants to reach their educational objectives and cultural and social goals, helping them compete economically.

In 2007, the University College introduced the Adult Degree Completion Program, which was designed to enable working adults to complete their bachelor's degrees while maintaining regular work and family commitments. Some students have earned college credit through an assessment of prior learning, often gained through some work and professional development.

Academic courses are regularly scheduled at several off-campus locations in middle Tennessee. Online courses, videoconferencing, and correspondence courses for academic credit are also offered. The University College works closely with the state's community colleges and other educational institutions to facilitate an efficient coordination and transfer of applicable course for those students who wish to further their education.

MTSU offers a bachelor of science completion program for registered nurses online. In addition, through the Regents Online Degree Program, MTSU offers a Bachelor of Science in Professional Studies (with concentrations in Organizational Leadership or Information Technology) and a Bachelor of Science in Liberal Studies. Several graduate degrees including the Master of Professional Studies in Strategic Leadership, Master of Professional Studies in Training and Development, Master of Education, Master of Science in Nursing, and the Education Specialist degree are available online.

The University Studies division of the University College is committed to serving first-year and transfer students newly admitted to MTSU. Their objective is to work with students to determine their ideal academic placement; to assist

them in their transition to the university; and to provide academic support and instruction where appropriate. The overarching mission of the University Studies division is to provide a firm and stable foundation enabling students to confidently and persistently work toward achieving their goals.

The University College Advising Center (UCAC) is dedicated to creating academically engaging communities and fostering a campus-wide commitment to learning. The primary focus of the UCAC is to provide academic advising services for MTSU students with undeclared majors and students with courses in the University Studies program. In addition, the UCAC coordinates learning communities, the community reading program, and other academic initiatives. The mission of the University College Advising Center is to provide effective academic advising to all undeclared students and students in the University Studies program and to foster a campus-wide commitment to learning through initiatives such as living/learning communities and the community reading program.

The MTSU Professional Development program (PD) offers continuing education services through a department designed specifically to address the lifelong learning needs of its students. By offering hundreds of online noncredit courses in conjunction with specialized professional development programs, the Professional Development program strives to meet the continuing learning needs of middle Tennessee. The PD program has evolved over time, but its mission has remained constant—to provide educational opportunities to nontraditional students. For a complete course listing, please visit the college's website: www.mtsu.edu/learn.

For more information: Dean's Office, 898-2177
Evening School Office, 898-8391
Videoconferencing, 494-8909
Distance Learning Student Services,
898-5332 or 898-5060
Distance Learning Test Center, KOM 126, 898-2743
Professional Development, 898-5530

University College Advising Center

The University College Advising Center (UCAC) provides academic advising services for special populations of MTSU students with undeclared majors, new students intending to major in the Colleges of Education and Behavioral and Health Sciences, and students with ACT-prescribed courses. In addition to course selection and registration, UCAC advisors will provide guidance and information to help students select an appropriate major early in their academic careers. Students interested in changing a major or exploring the majors MTSU has to offer should also visit the center. The University College Advising Center also coordinates learning communities, the community reading program, and other academic initiatives.

For more information: University College Advising Center, McFarland Building, 898-2339

University Computer Labs

See Technology Resources on Campus.

University Honors College

Incoming freshmen with a 3.5 grade point average and a 25 ACT score, and returning students with a 3.25 GPA, may enroll in Honors classes. Honors classes emphasize excellence and enrichment, combining the best features of the small college with the scope and resources of a larger university. The University Honors College offers opportunities for personal growth and promotes excellence among its students and faculty. Benefits include small class size, outstanding faculty selected from the leading scholars in the University, specially designed courses (including general education and departmental classes), unique seminars, fellowship opportunities, and priority registration. Students who complete 31 hours of prescribed Honors courses, including a thesis, can graduate from the University Honors College.

For more information: University Honors College, HONR 205,
898-2152

University Studies

Students younger than 21 years of age with ACT scores less than 19 in the subject areas of reading, or mathematics or less than 18 in writing will require placement in a prescribed course or further assessment. Students 21 years of age or older may submit valid ACT scores or complete assessment tests in reading, writing, and mathematics.

Placement in prescribed courses indicates the need for additional academic support to maximize chances of success in higher level college courses. Class enrollment in prescribed courses is low, giving instructors the opportunity to provide more individual assistance as needed. Tutoring assistance is also available. Students must enroll in the indicated courses during their first semester at MTSU and must continue taking the courses until the entire sequence is finished. Once enrolled, students must remain enrolled unless they receive special permission to drop from the chair of University Studies. Students may consult the Undergraduate Catalog for more information.

For more information: Dr. Marva S. Lucas, PH 202, 898-2568
University College Advising Center,
McFarland Building, 898-2339

Upper-Division Form

The upper-division form is a degree plan which outlines all courses required for graduation in a student's major and minor areas of study. This form should be completed in consultation with the student's academic advisor. Upon approval of the advisor, the upper-division form should be submitted to the coordinator of undergraduate services (graduation coordinator) for the college of the major during priority registration when two semesters are remaining for graduation.

Intent to Graduate form: The Intent to Graduate form collects the semester the student wishes to complete his/her degree and information needed to prepare his/her diploma. This form should be submitted simultaneously with the Upper-Division Form during priority registration when two semesters are remaining for graduation.

For more information: Advisor or Coordinator for Undergraduate Services (Graduate Coordinator), in the college

Up 'til Dawn

Up 'til Dawn is a philanthropic event that benefits St. Jude Children's Research Hospital. It is a student-planned event that is a celebration of the fund raising efforts of all of the participants. MTSU was the second university in the nation to host the event in 1999. Since that time, fund raising efforts have totaled more than \$500,000. The event is filled with music, entertainment, activities, and visits from St. Jude patients. Students who are interested in getting involved should call the number below.

For more information: Leadership and Service, KUC 326S, 898-5812



Veterans

Service members, veterans, and dependents of veterans who are beneficiaries of the U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, acts of 2003, effective July 1, 2003.

Veterans' benefits are based on the number of enrolled credit hours and attendance of enrolled courses. You must notify the MTSU Veterans Affairs Office, Records Office (Cope 102) or phone (615) 898-2601 immediately of any changes in registration or class attendance which may affect your status as a full or part-time student.

When the Middle Tennessee State University Veterans Affairs Office is informed of a change in enrollment status, the change will be forwarded to the Department of Veterans Affairs (VA), and may result in reduced or terminated benefits as well as receipt of an overpayment notice. Dropping or not attending classes could result in overpayment.

Withdrawal Procedure

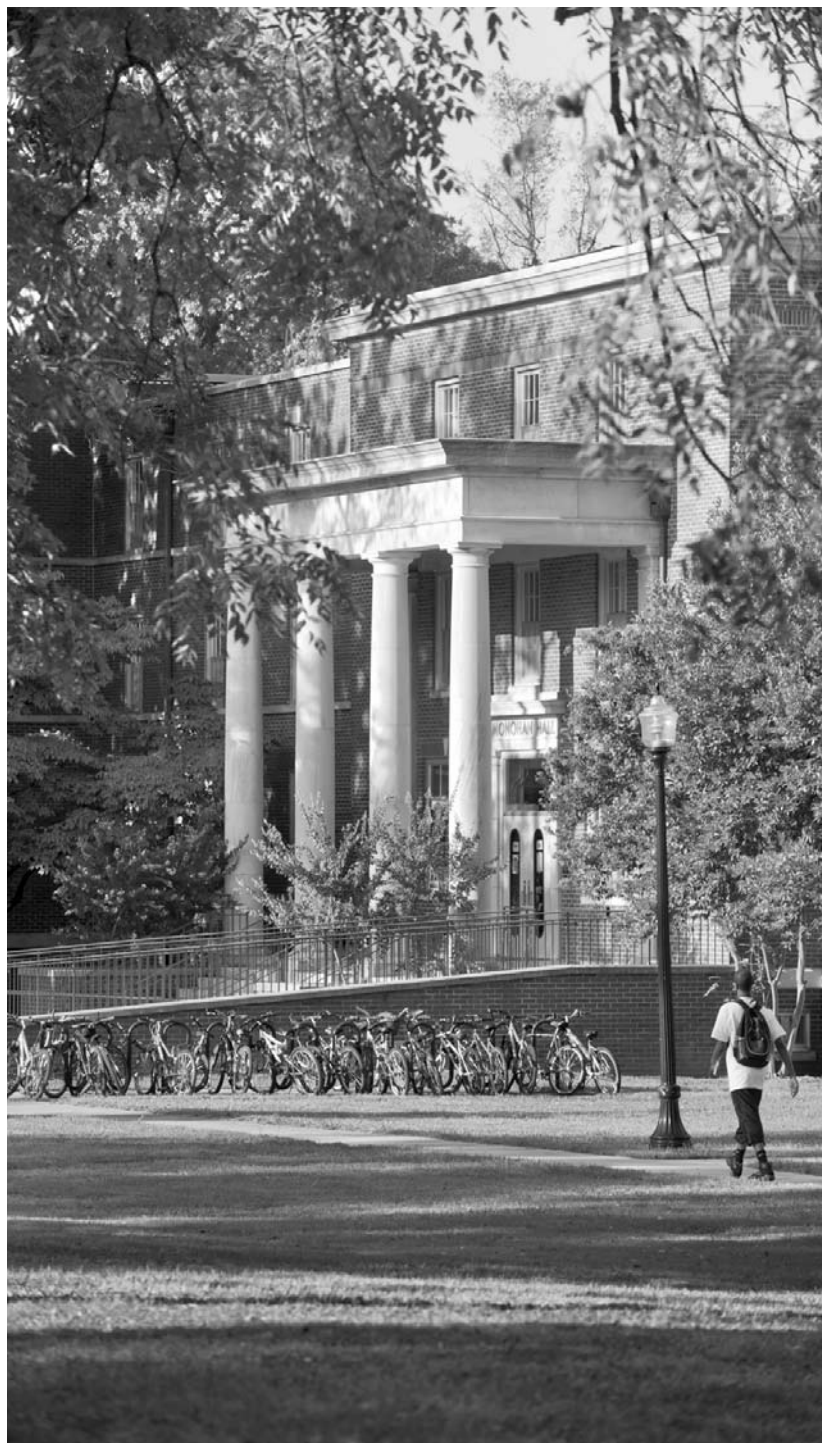
Ceasing to attend classes without withdrawing will result in a grade of F; therefore, *it is imperative* that you speak with your professor(s) immediately if you encounter personal or academic difficulties which disrupt class attendance. You should also consult with an advisor in the University College Advising Center for guidance as early as possible. Grades, financial aid, and housing can potentially be affected by simply dropping out without officially withdrawing. Early intervention and action reduces complications for all concerned.

Total withdrawal from the University means to drop all courses for that semester. Please refer to the registration guide for all deadlines associated with withdrawing. A student who preregisters for classes and decides not to attend MTSU for the term should access PipelineMT/RaiderNet to withdraw from the classes selected during preregistration. Withdrawals should be processed **prior to the first day of class** to receive a 100% refund. Once classes begin, course withdrawals may be processed on PipelineMT/RaiderNet and are subject to the refund deadlines listed in the registration guide.

For more information: University College Advising Center,
McFarland Building, 898-2339
www.mtsu.edu/withdraw/

Women's Center, June Anderson

See June Anderson Center for Women and Nontraditional Students.



Campus Population Data

Campus Population	2008	2009	2010
FTE Undergraduate Students	18,667	21,167	20,263
FTE Graduate Students	1,397	2,022	1,679
FTE Students	20,064	23,189	21,942
Faculty Personnel	937	936	944
Staff Personnel	1,315	2,179	1,235
Security Personnel (noncommissioned/commissioned)	33	35	39
GRAND TOTAL	22,349	26,339	24,160



Do the Drill!!

*At MTSU, we take fire alarms very seriously.
We take "test" fire alarms the most seriously...*

because such alarms may not be tests.

*At MTSU, when a fire alarm sounds,
calmly but quickly vacate the building.*

Please...DO THE DRILL!!!

MTSU Judicial Affairs and Mediation Services Statistics Calendar Year 2010

Violations	Total	Percent
Conduct Dangerous to Others	94	9.6
Hazing	0	0
Disorderly Conduct	49	4.9
Obstruction of or Interference with Institutional Activities/Facilities	6	.6
Misuse of or Damage to Property	13	1.3
Firearms and other Dangerous Weapons	13	1.3
Explosives, Fireworks, other Flammables	0	0
Public Intoxication	120	12.2
Alcoholic Beverages	94	9.6
Drugs	66	6.7
Drug Paraphernalia	32	3.3
Gambling	1	.1
Financial Irresponsibility	4	.4
Graffiti	0	0
Failure to Cooperate with University Officials	47	4.8
Academic Misconduct	178	18.1
Sexual Battery or Rape	1	.1
Theft	24	2.4
Violation of General Rules and Regulations	37	3.7
Advertisement Brochures and Flyers	0	0
Attempts, Aiding, Abetting the Commission of Offenses	29	3
Unauthorized Access to Facilities	15	1.5
Misuse of Computing Resources	87	8.9
Motor Vehicles	22	2.2
Pornography	4	.4
Sirens and Loudspeakers	0	0
Misuse of Documents or Student Identification Cards	16	1.6
Sexual Misconduct	1	.1
Providing False Information to a University Official	14	1.4
Abuse of Judicial System	14	1.4

Classification of Charged Students

Freshman	Sophomore	Junior	Senior	Graduate
232 / 47.7%	102 / 21%	55 / 11.3%	86 / 17.7%	12 / 2.5%

The statistics contained in this report represent formal complaints received by the Office of Judicial Affairs and Mediation Services for the time period indicated and for which a disciplinary case was opened. Formal charges may have also been filed with the MTSU police department and/or the Department of Housing and Residential Life. It is possible that a single violation may appear in reports from all three departments.

MTSU Public Safety - 2010 Annual Crime Report

Required by the Tennessee "College and University Security Information Act"
Tennessee Bureau of Investigation and Tennessee Crime Information Center.

Population Estimate	N/A
Offense Overview	
Offense Total	536
Number Cleared	103
Percent Cleared	19.22%
Group A Crimes per 100,000 population	N/A
Arrest Overview	
Total Arrests	289
Adult Arrests	279
Juvenile Arrests	10
Unknown Age	0
Arrests per 100,000 population	N/A
Average number offenses/incident	1.06

Domestic Violence Victims		
Offense	Reported	Cleared
Murder	0	0
Aggravated Assault	0	0
Simple Assault	12	9
Intimidation	2	0
Stalking	0	0
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault w/Object	0	0
Forcible Fondling	0	0
Incest	0	0
Statutory Rape	0	0
Kidnapping/Abduction	0	0
Total	14	9

TIBRS Group B Arrests		
Offense	Adult	Juvenile
Bad Checks	0	0
Curfew/Vagrancy	0	0
Disorderly Conduct	8	0
DUI	65	0
Drunkenness	12	0
Family-Non Violent	0	0
Liquor Law Violations	92	3
Peeping Tom	0	0
Runaway	0	0
Trespass	5	0
All Other Offenses	6	0
Total	188	3

TIBRS Group A Offenses	Offenses		Arrests	
	Reported	Cleared	Adult	Juvenile
Crimes Against Persons				
Murder	0	0	0	0
Negligent Manslaughter	0	0	0	0
Kidnapping/Abduction	1	0	0	0
Forcible Rape	2	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault w/Object	0	0	0	0
Forcible Fondling	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Aggravated Assault	10	6	1	0
Simple Assault	38	15	13	0
Intimidation	9	2	3	0
Stalking	1	0	0	0
Crimes Against Property				
Arson	0	0	0	0
Bribery	0	0	0	0
Burglary	72	3	0	4
Counterfeiting/Forgery	1	0	0	0
Destruction/Damage/Vandalism	83	3	2	0
Embezzlement	0	0	0	0
Extortion/Blackmail	0	0	0	0
Fraud-False Pretenses	2	1	1	0
Fraud-Credit Card/ATM	1	0	0	0
Fraud-Impersonation	0	0	0	0
Fraud-Welfare	0	0	0	0
Fraud-Wire	0	0	0	0
Motor Vehicle Theft	9	0	0	0
Robbery	1	0	0	0
Stolen Property Offenses	0	0	0	0
Theft-Pocket-picking	0	0	0	0
Theft-Purse Snatching	0	0	0	0
Theft-Shoplifting	2	0	0	0
Theft from Building	111	4	4	0
Theft from Coin Machine	0	0	0	0
Theft from Motor Vehicle	70	3	4	0
Theft of Motor Vehicle Parts	13	1	0	0
Theft-All Other Larceny	50	6	6	2
Crimes Against Society				
Drug/Narcotic Violations	35	35	43	1
Drug/Narcotic Equipment Violations	17	17	7	0
Gambling - Betting/Wagering	0	0	0	0
Gambling - Operating/Promoting	0	0	0	0
Gambling-Equipment Violations	0	0	0	0
Gambling-Sports Tampering	0	0	0	0
Pornography/Obscene Material	0	0	0	0
Prostitution	0	0	0	0
Prostitution-Assisting/Promoting	0	0	0	0
Weapon Law Violations	8	7	7	0
Total Group A Offenses	536	103	91	7



Crime in Tennessee 2010

NIBRS/TIBRS statistical information provided March 8, 2011

Security and Fire Safety Information Now Available...

Middle Tennessee State University is committed to assisting all members of the MTSU community in providing for their own safety and security. The annual security and fire safety compliance document is available on the MTSU Department of Public Safety website at http://police.mtsu.edu/crime_statistics.htm

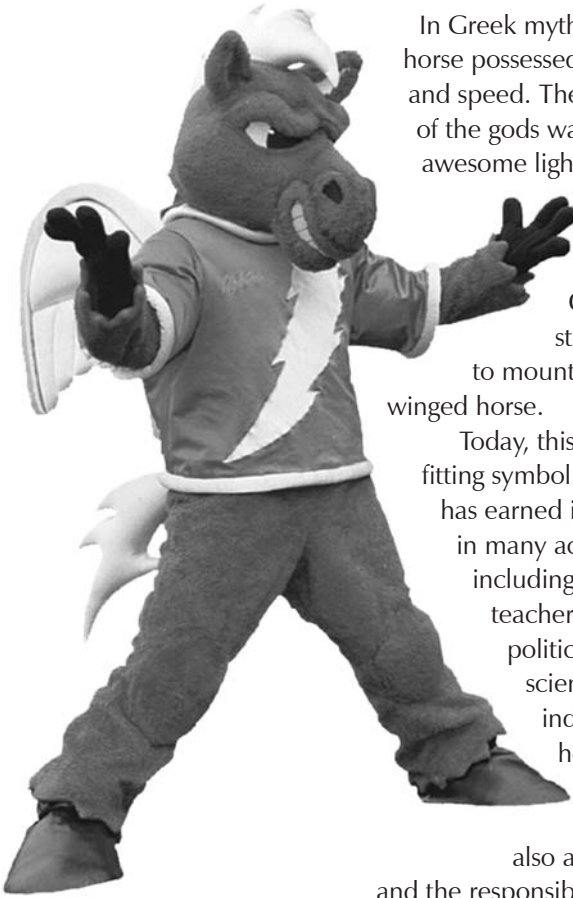
If you would like to receive a booklet that contains this information, you may stop by MTSU Public Safety at 1412 East Main Street, Murfreesboro, TN 37132, or request that a copy be mailed by calling (615) 898-2424.

The website and booklet contain information regarding campus security and personal safety including topics such as crime prevention, fire safety, University police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. The website and brochure also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by MTSU, and on public property within or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by Middle Tennessee State University Public Safety in compliance with the Student Right to Know and Campus Security Acts as well as the College and University Security Information Act.



Legend of Lightning



In Greek mythology, the winged horse possessed superior cunning and speed. The thundering horse of the gods was entrusted to carry awesome lightning bolts and could

only be harnessed by a noble being with a pure heart.

Character, talent, and strength were required to mount and ride the fabled winged horse.

Today, this winged horse is a fitting symbol of a university that has earned its wings and excels in many academic arenas, including historic preservation, teacher training, aerospace, political science, horse science, and recording industry. But the winged horse is more than a symbol of physical accomplishment; it's also a symbol of character and the responsible wielding of power.

The challenge of all great universities and university athletic departments is to help student-athletes build character as well as strength. This winged horse, Lightning, is a symbol to Middle Tennessee students, athletes, and alumni of the soaring school spirit they experience at sporting events.

For its nobility and character, the winged horse was immortalized in the stars. Now, with breathtaking speed and thundering, unbridled power, Lightning strikes, forevermore, fear in the hearts of Blue Raider opponents and leads Middle Tennessee to victory!

Blue Raider Nickname

In the early days of athletics at Middle Tennessee State University, the teams were known by several nicknames. Among these were Teachers, Normalites, and Pedagogues.

In 1934, it was decided that the school needed a specific nickname. During football season that year, the Murfreesboro *Daily News Journal* held a contest to name the team.

The late Charles Sarver, then a Middle Tennessee football player and later principal at White County High School in Sparta, Tenn., won the \$5 prize for his entry of “Blue Raiders.” Sarver later indicated that he had “borrowed” the nickname of the Colgate Red Raiders, but substituted MTSU Blue for Colgate Red. Ever since, Middle Tennessee athletic teams have been known as the Blue Raiders.

For a time, the “unofficial” mascot for the Blue Raiders was a costumed, cartoon-like dog. A reasonable facsimile of a bluetick hound, the affable character was dubbed “Ole Blue.”

On January 17, 1998, the current mascot, “Lightning” was born. The mascot was unveiled, along with a new logo, at a basketball game in Murphy Center. The introduction of Lightning gave a new identity to the nickname Blue Raiders.



Alma Mater

*We sing thy praises, faithful guide of youth,
Through all the ages affirmed and strong in truth.*

*Alma Mater, Middle Tennessee,
We proudly offer our hearts in loyalty.*

Founded 1911

Fight Song

*Blue Raiders ride on to victory,
never failing in the fight;
upholding honor and tradition
of a name that's held most high.*

*MTSU marching onward,
this will be our battle cry;
for the one true pride of the Blue
MTSU Raiders ride!*



MIDDLE TENNESSEE

STATE UNIVERSITY

Tennessee's Best

