

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

Complete page 1 with the assistance of an advisor.

Name of Major: _____

Faculty/College or ASC Advisor signature:

List of Recommended Courses for next semester:

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

Advising/Registration Summary Worksheet

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

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

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

Circle your undeclared advisor's name.

Latonda Knight	A - B
Horace Stogner	C - D
Jon Scarlett	E - G
Erin Conroy	H - I
Luther Buie	J - L
Rebecca Seul	M - O
Tyler Henson	P - R
Hillary Robson	S
Mark Templeton	T - U
Heather Arrington	V - Z

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

Circle your major advisor.

College Advisors

Sandie Norton	College of Education and Behavioral Science	Jones Hall 117 Phone: 898-5086	Page 201 in the catalog
June Adams		Jones Hall LRC 171 Phone: 898-5153	
Judy Albakry	College of Liberal Arts	Todd 221 A Phone: 898-5089	Page 243 in the catalog
Lucy Langworthy		Todd 221 B Phone: 494-7785	
Karen Case	College of Basic and Applied Science	Jones Hall 119 Phone: 898-5087	Page 105 in the catalog
Jennifer Danylo		Jones Hall 256 Phone: 494-7874	
Jennifer Braswell	Pre-Professional	D&B 241 Phone: 898-5465	Page 131-135
Sarah Jackson	College of Mass Communication Recording Industry	MCB 238A Phone: 898-5945	Page 327
Hattie Traylor	College of Mass Communication EMC/Journalism	MCB 238B Phone: 898-5668	Page 315-325
Gretchen Leming Amanda Chambers Paula Calahan	College of Business	BA&N 219 Phone: 898-2764	Page 173 in the catalog
Helen Gleason	College of Nursing	CKNB 247 B Phone: 494-8791	Page 164 in the catalog
Michelle Arnold	Honors College	Honors room 227 Phone: 898-5464	Honors
Tammy Bryant	RODP A - C	FAIR 004 Phone: 898-2121	RODP
Sonja Burke	RODP D - L	McFarland Phone: 898-5200	RODP
Sumer Patterson	RODP M - Z	FAIR 010 Phone: 904-8398	RODP

2. When is priority registration for Fall 2009? _____
3. The first day of class for the Fall 2009 semester is _____.
4. The deadline for fee payment for your Fall 2009 classes is _____.
5. What happens if your fees are not paid by the fee payment deadline?
_____.
6. What is your MTSU email? _____
7. How often do you check your MTSU e-mail? _____

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

General Education

8. How many hours are you required to have in order to graduate from MTSU?

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

Navigating RaiderNet

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

Step 2: Click on RaiderNet tab.

How do I locate my advisor?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Student Information

Step 4: Write your major: _____

Step 5: Write the name of your advisor: _____

*If your major is incorrect follow the steps below:

-Go to the department of the major you are wanting to declare

-The secretary has the Declaration of Major form for you to complete

-Ask the secretary who will be your assigned faculty advisor

When is my appointment with my academic advisor? _____

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

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Registration Status

Step 4: Click on the term you are going to enroll and hit submit

Step 5: Click on View Grid of registration dates

Question: What day and time are you scheduled to register for the Spring 09 term?

Day: _____

Time: _____

How do I look up classes?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Look Up Classes

Step 3: Under Search by Term- Click on Spring 2009- Hit Submit

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

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

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

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

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

Step 8: Hit Class Search- The next page should display all ENGL 2030 courses. Your first CRN number will be 14950

CRN number is call number

How do I register for classes?

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

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

How do I drop classes?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Add or Drop Classes

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

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

Hit Submit Changes

How do I withdraw from the university?

Step 1: Click on Student

Step 2: Click on Registration

Step 3: Click on Add or Drop Classes

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

Do this for each class that you are currently enrolled in at this time

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

Hit Submit Changes

How do I view holds?

- Step 1: Click on Student
- Step 2: Click on Registration
- Step 3: Click on View Holds

Question: Do you have any holds at this time? _____
If yes, what office is the hold with? _____

How do I get a get a copy of my grades?

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

Question: What is your overall gpa? _____
Question: How many hours have you earned overall? _____

How do I get an unofficial copy of my transcript?

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

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

How do I update my contact information?

Step 3: Click on Personal Information

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

How do I see how much Financial Aid I received?

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

Question: List the name of the award (scholarship, grants) you received for the Spring 08 term. _____

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

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

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

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

4. What are earned hours? _____

5. What are attempted hours? _____

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

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

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

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

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

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

Financial Aid Counselors

A, B: Robbie Snapp

C: Philip Smith

D, E, K, P: Tammy Anthony

F: David Hutton

G, H, I: Celia Bradley

J: Suzanne Beller

L, M: Bill Riggs

N, O: Melanie Collins

Q, R: Bonnie McCarty

S: David Chambers

T-Z: Judith Fogus

See next page for directions concerning direct deposit.

NEW PROCEDURES FOR RECEIVING FINANCIAL AID REFUNDS

All students, both new and returning, need to set up direct deposit via our new eRefund system. **You must use your personal checking or savings account.**

To access the new system, you must do the following:

1. Access your RaiderNet account via www.mtsu.edu
2. Select "Personal Information" and click on "What's my MTSU ID Number (a.k.a. M#)"
3. Write down the last four digits of your "M" number to use below
4. Select "Student Services & Financial Aid"
5. Select "Student Account"
6. Select "Set Up Direct Deposit"
7. At this point, you will enter the new eRefund system then click "Continue"
8. Under "Refunds," select "Payment Profile"
9. Click the drop down box under "Add a Payment Method" and choose bank account (checking or savings)
10. Complete the required information and be sure to check the "Refund Option" box and "SAVE"
11. Read the authorization agreement and enter the last 4 digits of your new MTSU ID number (aka "M" number) and click "I agree"
12. Your account will take up to 10 business days to prenote and will then be ready to receive your refund beginning the first day of the semester.

For more information about direct deposit options for financial refunds, go to [Frequently Asked Questions](#).

Note: The University needs ten (10) business days to set up this authorization, and two (2) business days for EFT after funds become available.