

Behavioral and Health Sciences Advising Center

ADVISING FOLDER

We are thrilled that you've chosen a major in the College of Behavioral and Health Sciences/ CBHS is the college that hosts majors in helping and servicing others. As advisors we are eager to assist with your transition into, starting, enduring, and finishing your academic career.

This advising folder will help you stay organized and balanced with your academic requirements while majoring in CBHS. Please make sure to bring your advising folder with you to ALL of your advising appointments. We look forward to working with you throughout the next years here at Middle Tennessee State University. Feel free to contact the Behavioral and Health Sciences Advising Center (BAC) if you have any questions regarding advising.

Brelinda Johnson
College of Behavioral and Health Sciences
Advising Manager

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Name: _____

Advisor: _____

What is Academic Advising?

The CBHS advisors' goal is to promote successful transitions for students who wish to pursue academic majors with the college. Academic advising is the best way to select and enroll in the appropriate courses for a chosen major. In addition, students are introduced to leadership opportunities through University-wide creative and social activities. We encourage a sense of community and ownership of a student's lifelong educational goals through early referral to faculty advisors, departmental and professional organizations, and MTSU academic support services. Another objective is to assist the student in understanding University, CBHS, and degree program policies and requirements to help students become successful in their pursuit of a lifelong career.

What is expected of students?

- Schedule regular appointments with faculty and/or college advisor, and be on time to your appointment. Remember that your advisor is often in high demand. If you are not going to be able to make it to your scheduled appointment, please be courteous and let your advisor know in advance so that time is made available for someone who may need to see your advisor as well.
- Review major/program policies and requirements using the MTSU Undergraduate Catalog and make a list of questions and concerns. This will prevent you from forgetting to ask or discuss issues that are important to you.
- Clarify personal values and goals; follow through and accept responsibility for academic decisions and performance.
- Keep a record or file of your academic progress and goals, and bring it to scheduled appointments.

Advising Timeline for CBHS

Freshmen: 0–29 Earned Hours

- Required: Meet with your CBHS advisor in October and March.
- All freshmen will have an advising "hold." Students must meet with an advisor before the hold is removed and prior to course registration.
- Research majors of interest, if uncertain. Review majors at catalog.mtsu.edu. Discuss with advisor and/or Career Development Center.

Sophomores: 30–59 Earned Hours

- Recommended: Meet with your CBHS advisor prior to course registration in fall and spring. Certain majors may recommend meeting with your faculty advisor.
- Some majors will have an advising hold after the freshman year. Those students are required to meet with an advisor prior to course registration.
- Discuss minors. Many majors require one or more minors. Review minors: catalog.mtsu.edu.

Juniors: 60–89 Earned Hours

- Recommended: Meet with your CBHS advisor prior to course registration in fall and spring for graduation coaching advising session.
- Certain majors may recommend meeting with your faculty advisor.
- Meet with your advisor to prepare your Upper-Division Form and Intent to Graduate Form. Submit forms to the graduation analyst two to three semesters prior to graduation.

- Review CBHS Coaching and Student Success Center: mtsu.edu/cbhssuccess/index.php
- Discuss internship planning, career options, and/or graduate programs with your faculty and/or academic advisor.

Seniors: 90+ Earned Hours

- Recommended: Meet with your CBHS advisor prior to course registration.
- Discuss career goals with your faculty advisor.
- Access the Career Development Center for assistance with resume, interviewing, job search, college recruiting events, and graduate school application at mtsu.edu/career/index.php.

All Students

- Schedule advising appointments with your CBHS advisor at mtsu.edu/cbhsadv every October and March.
- Find your advisors on RaiderNet by clicking on Student Tab/Registration/Assigned Advisor.
- Check RaiderNet for holds prior to registration.
- Meet with your CBHS advisor about any concerns relating to your academic success and goals.
- Meet with your faculty advisor if you have career- or internship-related questions.
- Bring your advising folder to all advising appointments.

Advising Tips

Must Do

- Schedule advising appointments in **October** and **March** to meet with your advisor
- Check advisor information on Pipeline (see below)
- Contact Behavioral and Health Advising Center (BAC) if you have questions: 615-898-4803, cbhsadv@mtsu.edu

Don't

- Wait until the last minute to schedule advising appointments
- Come to advising appointments without your CBHS advising folder
- Be afraid to ask for help!

Schedule advising appointments at mtsu.edu/cbhsadv.

Please come prepared for ALL advising appointments.

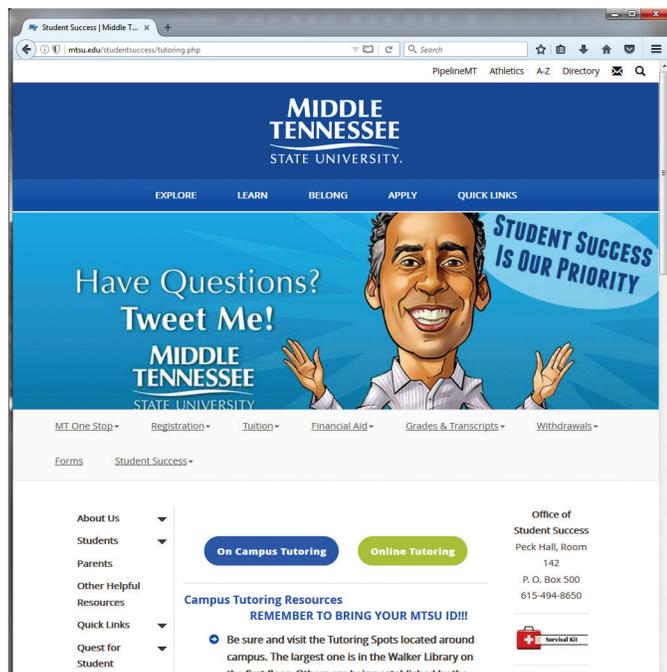
Bring the following items to your appointments:

- CBHS Advising Folder that includes Academic Map and/or Upper Division Form
- A list of possible courses needed for the upcoming semester
- At least three questions to ask your advisor

Review your academic maps, department websites, or undergraduate catalog, catalog.mtsu.edu, for assistance.

How to Find Your Advisor on RaiderNet

1. Log in to PipelineMT, click on the RaiderNet tab, then on the Student tab, and select Registration.
2. Select a term and submit. (Make sure you select the correct term.)
3. Click on Assigned Advisor(s).
4. See all assigned advisor(s), including office location(s), email(s), and phone number(s).



Free Tutoring

mtsu.edu/studentsuccess/tutoring.php

HELPFUL REGISTRATION STEPS

To register for classes, you will register at (or after) your assigned date. You can find your registration date and whether you have any holds (blocks to registration) by going to the MTSU home page (mtsu.edu), then PipelineMT, log in, choose the RaiderNet tab at the top, then click the Student tab, select the Registration tab, and then click Assigned Registration Time or Holds. (Holds will prevent registration.)

Please review the Important Dates and Deadlines that are listed on the website at mtsu.edu/dates.php.

These dates and deadlines will pertain to the upcoming semester and will change with each new semester.

To Confirm/Pay for Classes:

- Log into Pipeline (lum4prod.mtsu.edu)
- Click on the RaiderNet tab
- Click on Student tab
- Click on Student Account
- Click on Confirm Enrollment/Registration Payment/Account Detail for Term
- Select a Term: Choose term that you are planning on attending
- Click on Yes, I plan to attend
- If you get a confirmation number, your classes are secure for that term. If you do not get a confirmation number, contact MT One Stop, 615-898-2111.

If financial aid/loans/scholarships cover ALL fees, you must CONFIRM your registration in RaiderNet or your classes will be dropped. A confirmation number will be provided when the process is completed successfully.

To Schedule Advising Appointment

- Go to mtsu.edu/cbhsadv
- Click on the blue Book Now icon
- Click on Log in or Create Account tab
- View Advisors Calendar
- Choose the available time that works best for you
- Fill in information requested
- Make sure that you confirm the appointment and that you get an email confirmation; otherwise your appointment will not be reserved on the advisor's calendar.

CBHS DEPARTMENTS/SCHOOLS AND MAJORS

Academic Advisors

There are 17 academic advisors and an advising manager who assist students based on major.

Please refer to our website, mtsu.edu/cbhsadv, for a listing of advisors for the following programs:

Criminal Justice Administration

Criminal Justice Administration

Homeland Security

Law Enforcement

Health and Human Performance

Athletic Training

Community and Public Health

Public Health

Health Education and Lifetime Wellness

Exercise Science

Leisure, Sport, and Tourism Studies

Physical Education

Speech-Language Pathology/Audiology

Human Sciences

Family and Consumer Studies

Child Development and Family Studies

Family and Consumer Sciences Education

Interior Design

Nutrition and Food Science

Dietetics

Textiles, Merchandising, and Design

Apparel Design

Fashion Merchandising

Nursing

Nursing

Psychology

Psychology

Pre-graduate School Psychology

Industrial/Organizational Psychology

Social Work

Social Work

Academic Focus

Social Science

Advising Matters!

CBHS Advising Center

615-898-4803

cbhsadv@mtsu.edu

mtsu.edu/cbhsadv

Dean's Office

Harold Whiteside, Dean

Scott Colclough, Interim Associate Dean

Brelinda Johnson, Advising Manager

Linda Hall, Administrative Coordinator

Bea Perdue, Development Director

Angel Bowman, Graduation Coordinator

Cason-Kennedy Nursing Building, N251, 615-898-2900

Academic Departments

Criminal Justice Administration

Jones Hall 223

615-898-2630

mtsu.edu/criminaljustice

Health and Human Performance

Murphy Center 111

615-898-2811

mtsu.edu/healthhumanperf

Human Sciences

Ellington Human Sciences Building 100

2623 Middle Tennessee Blvd.

615-898-2884

mtsu.edu/humansciences

School of Nursing

Cason-Kennedy Nursing Building

615-898-2437

mtsu.edu/nursing

Psychology

Jones Hall 103

615-898-2706

mtsu.edu/psychology

Social Work

Peck Hall 120

615-898-2868

mtsu.edu/socialwork

Prescribed Course Requirements

ENGL 1010K	READ 1000K/HIST 2020L	READ 1000K/HIST 2020L
<p>Can only take these general courses:</p> <p>UNIV 1010 COMM 2200 ANTH 2210 ART 1030 MUS 1030 THEA 1030 MATH (All) ASTR 1030/1031 CHEM 1030/1031 PSCI 1030/1031 AAS 2100 ANTH 2010 EMC/JOUR/RIM 1020 HLTH 1530/1531 PS 1010 PS 1005 PSY 1410</p>	<p>Can only take these general courses:</p> <p>UNIV 1010 ENGL 1010 COMM 2200 ANTH 2210 ART 1030 MUS 1030 THEA 1030 MATH (All) AAS 2100 ANTH 2010 EMC/JOUR/RIM 1020 HLTH 1530/1531 PS 1010 PS 1005</p>	<p>Cannot take these general courses:</p> <p>MATH (All) ASTR 1030/1031 BIOL 1030/1031 BIOL 1010/1111 BIOL 2010/ 2011 BIOL 2020/ 2021 CHEM 1010/1011 CHEM 1110/1111 PHYS 2010/2011 PHYS 2110/2111 ECON 2410</p> <p>Natural Science, they can take:</p> <p>CHEM 1030/1031 GEOL 1030/1031 GEOL 1040/1041 PSCI 1030/1031</p>

ENGL1010K+ READ 1000K/HIST 2020L+ UNIV 1010K (Required)	READ 1010K/HIST 202L+ MATH (All) + UNIV 1010K (Required)	ENGL1010K + MATH (All) + UNIV 1010K (Required)
<p>Can only take these general courses:</p> <p>COMM 2200 ANTH 2210 ART 1030 MUS 1030 THEA 1030 MATH (All) AAS 2100 ANTH 2010 EMC/JOUR/RIM 1020 HLTH 1530/1531 PS 1010 PS 1005</p>	<p>Can only take these general courses:</p> <p>ENGL 1010 COMM 2200 ANTH 2210 ART 1030 MUS 1030 THEA 1030 AAS 2100 ANTH 2010 EMC/JOUR/RIM 1020 HLTH 1530/1531 PS 1010 PS 1005</p>	<p>Can only take these general courses:</p> <p>COMM 2200 ANTH 2210 ART 1030 MUS 1030 THEA 1030 CHEM 1030/1031 PSCI 1030/1031 AAS 2100 ANTH 2010 EMC/JOUR/RIM 1020 HLTH 1530/1531 PS 1010 PS 1005 PSY 1410</p>

ENGL 1010K+READ 1000K/HIST 2020L+MATH (All)K+UNIV 1010K (Required)		
<p>Can only take:</p> <p>COMM 2200 MUS 1030 ANTH 2010 ANTH 2210 THEA 1030 HLTH 1530/1531 ART 1030 AAS 2100 EMC/JOUR/RIM 1020 PS 1010 PS 1005</p>		

General Education Course Descriptions

COMMUNICATION (All three courses are required)

ENGL 1010: Expository Writing. Emphasis on learning to adapt composing processes to a variety of expository and analytic writing assignments.

ENGL 1020: Research and Argumentative Writing. Emphasis on analytic and argumentative writing and on locating, organizing, and using library resource materials in the writing.

COMM 2200: Fundamentals of Communication. Principles and processes of public oral communication including research, critical thinking, organization, presentation, and listening. Emphasis on informative, persuasive, special occasion, and extemporaneous (impromptu) speeches.

HISTORY (6 credits) Choose two

HIST 2010: Survey of United States History I. Survey of the political, economic, social, cultural, and diplomatic phases of American life in its regional, national, and international aspects. Discusses the era from the beginning to 1877.

HIST 2020: Survey of United States History II. Survey of the political, economic, social, cultural, and diplomatic phases of American life in its regional, national, and international aspects from 1877 to the present.

HIST 2030: Tennessee. The role of the state in the development of the nation. Required for Interdisciplinary Studies (Elementary Education) majors.

HUMANITIES (9 credits)

One course must be Literature; the other two selected must be with different prefixes

ANTH 2210: Introduction to World Prehistory. Cultural change over the past four million years as interpreted through archaeology. The development of hunting and gathering through the origins of agriculture and the appearance of the world's first civilizations.

ART 1030: Art Appreciation. An introduction to art structure and styles of art; relationships between past ideas and current trends.

ART 1920: Survey of Western Art I. Survey of the arts of the Western tradition from the Paleolithic era through the Gothic period.

DANC 1000: Introduction to Dance. Dance as an expressive art form, a symbolic language, and an integral aspect of world cultures.

HIST 1010: Survey Western Civilization I. A survey of Western humanity from the earliest cultures to 1715.

HIST 1020: Survey Western Civilization II. A survey of Western humanity since 1715.

HIST 1110: Survey World Civilization I. A global approach to history, with cultural interchange as a major thematic focus; reasons for the rise and decline of civilizations.

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HIST 1120: Survey World Civilization II. The impact of Western expansion upon the indigenous civilizations of Asia, Africa, and the Americas; their mutual interchange in the creation of the modern world.

MUS 1030: Introduction to Music. Perceptive listening to music of various styles and cultures including popular and world musics and Western classical concert music.

PHIL 1030: Introduction to Philosophy. Basic philosophical problems suggested by everyday experience integrated into a coherent philosophy of life through comparison with solutions offered by prominent philosophers.

THEA 1030: Introduction to Theatre. Overview of theater as an art form. Appreciation and understanding of the production process.

LITERATURE COURSES Choose one

ENGL 2020: Themes in Literature and Culture. Traces a specific theme or idea through a number of literary texts that reflect different historical and cultural contexts.

ENGL 2030: The Experience of Literature. The reading of a variety of literary types which illuminate themes and experiences common to human existence.

HUM 2610: Foreign Literature in Translation. Representative works of French, German, and Hispanic authors in English translation. No foreign language proficiency required.

MATHEMATICS (3 credits) Choose one

MATH 1010 or MATH 1010K (based on ACT/SAT or COMPASS Math sub-scores):
Mathematics for General Studies. Logic, sets, algebraic reasoning, probability, statistics, and consumer mathematics.

MATH 1530 or MATH 1530K: Applied Statistics. Descriptive statistics, probability, and statistical inference. The inference unit covers means, proportions, and variances for one and two samples, and topics from one-way ANOVA, regression and correlation analysis, chi-square analysis, and nonparametrics. Required for Nursing majors.

MATH 1630: College Mathematics for Managerial, Social, and Life Sciences. Prerequisites: Two years of high school algebra and a Math Enhanced ACT greater than 25 or MATH 1710. Topics include solving systems of linear equations, Leontief models, linear programming, mathematics of finance, set theory, and probability theory. Required for College of Business majors.

MATH 1710 or MATH 1710K (based on ACT/SAT or COMPASS math sub scores): College Algebra. Topics include functions-linear, quadratic, exponential, and logarithmic; analysis of graphs; linear systems; inequalities; counting principles; and probability. Graphing calculator required. Required for Recording Industry majors.

MATH 1720: Plane Trigonometry. Prerequisite: Strong background in algebra recommended. Trigonometric functions of the acute and general angle, circular functions, graphs of trigonometric and inverse functions, identities, solutions of right and general triangles, equations, complex numbers, and vectors.

MATH 1730: Pre-Calculus. Prerequisite: MATH 1710 or successful completion of high school pre-calculus course. An integrated and rigorous study of the algebra and trigonometry needed to successfully attempt calculus. Emphasis on functions, their analysis, and their applications. Level of algebraic sophistication developed above that found in MATH 1710. Topics include exponentials and logarithms, analysis of graphs, and word problems. Graphing calculator required.

MATH 1810: Applied Calculus I. Prerequisite: Eligibility to take MATH 1710. Introduces mathematical modeling applied to real-world problems. Sets, functions, inverse models, limits, continuity, first and second order model building, single variable differentiation, implicit differentiation, inverse problems (exponential and log models). First and second derivatives used to study the behavior of real-world applications.

MATH 1910: Calculus I: Prerequisite: MATH 1730. An introduction to calculus with an emphasis on analysis of functions, multidisciplinary applications of calculus, and theoretical understanding of differentiation and integration. Topics include the definition of the derivative, differentiation techniques, and applications of the derivative. Calculus topics related to trigonometric, exponential, and logarithmic functions also included. Course concludes with the fundamental theorem of calculus; the definition of antidifferentiation and the definite integral; basic applications of integrations; and introductory techniques of integration. Graphing calculator required.

NATURAL SCIENCES (8 credits) The two courses selected must have different prefixes.

ASTR 1030/1031: Exploring the Universe. A general introduction to astronomy through an overview of planets, stars, systems of stars, and the overall structure of the universe. Topics will be discussed by answering questions such as "How do you weigh stars?" and "Will the universe die?"

BIOL 1030/1031: Exploring Life. Offers understanding, experiences, and skills related to common biological issues. Includes class discussions, small group activities, lectures, selected readings, and laboratory investigations. Required for Interdisciplinary Studies majors.

BIOL 1110/1111: General Biology I. Primarily for Biology majors and minors and other science-oriented students. Biological principles and processes, including introduction to the nature of science, cells, genetics, evolution, viruses, bacteria, protists, and fungi.

BIOL 2010/2011, 2020/2021: Human Anatomy and Physiology I and II. Meets requirements for many pre-health professional programs including nursing. Structure and function of humans covered. Required for Nursing majors.

CHEM 1010/1011: Introductory General Chemistry I. For students with no prior courses in chemistry; to be taken before CHEM 1110. Fundamental concepts of chemistry: measurements, matter, chemical bonds, chemical reactions, nuclear chemistry, states of matter, solutions, and electrolytes.

CHEM 1030/1031: Chemistry for Consumers. Language, development, structure, and role of chemistry as it relates to knowledge and activities of the educated person. Examples will be taken from medicine and human health, environmental pollution, energy and its costs, etc.

CHEM 1110/1111: General Chemistry I. Fundamental concepts of atomic structure, molecular structure and bonding, chemical reactions, stoichiometric relationships, periodic properties of the elements, thermochemistry, and properties of gases.

GEOL 1030/1031: Introduction to Earth Science. The earth and its relationship to its space and environment emphasized. Forces and processes which combine to mold the face of the earth and its atmosphere, as well as the internal constitution of the earth.

GEOL 1040/1041: Physical Geology. The origin, composition, and structure of the solid earth: rock-forming minerals; igneous, sedimentary, and metamorphic rocks; earthquakes and plate tectonics; surface processes; geologic time.

PHYS 1110: Discovering Physics. Prerequisite: MATH 1710, 1730, or 1630. Uncover the fundamental concepts of physics in a hands-on approach that involves observations, measurements, forming hypotheses, and validation of ideas in groups of students' peers. Combined lecture/laboratory sessions under one course number.

PHYS 2010/2011: Non-Calculus-Based Physics I. Kinematics, forces, momentum, angular motion, calorimetry, and sound waves.

PHYS 2110/2111: Calculus-Based Physics I. A calculus-based introduction to mechanics and wave motion.

PSCI 1030/1031: Topics in Physical Science. Language development, structure, and role of physical science (physics, chemistry, astronomy, and geology) as it relates to the knowledge and activities of the educated person. Required for Interdisciplinary Studies majors.

PSCI 1130: Contemporary Issues in Science. (Same as CHEM 1130) Corequisite PHYS 1131. Lecture portion of course emphasizing the application of basic concepts in science to topics of contemporary interest to the general citizenry. Basic science related to selected topics will be covered. Specific topics will vary.

PSCI 1131: Activities for Contemporary Issues in Science. (Same as CHEM 1131) Corequisite PHYS 1130. Laboratory and activity portion of course emphasizing the application of basic concepts in science to topics of contemporary interest to the general citizenry. Includes laboratory activities, group oriented problem-solving using computers, class discussion of selected contemporary issues in science. Two-hour laboratory sessions.

SOCIAL AND BEHAVIORAL SCIENCES (6 credits) Choose two from different prefixes

AAS 2100: Introduction to African American Studies. Introductory interdisciplinary course which examines the African American experience from enslavement through the present; social, religious, political, and cultural interactions evolving from that experience.

ANTH 2010: Cultural Anthropology. A comparative examination of the cultural organization of human behavior in societies around the world. Practical applications and the importance of intercultural understanding stressed.

ECON 2410: Principles of Economics, Macroeconomics. As an aid to understanding modern economic society: economic concepts of national income and its fluctuations, inflation, unemployment, role of the banking system, monetary and fiscal policies, and international topics. Required for College of Business majors.

ECON 2420: Principles of Economics, Microeconomics. As an aid to understanding modern economic society: economic concepts of consumer and firm behavior; the pricing of goods, services, and productive factors; international topics; and an overview of the American economy.

EMC/JOUR/RIM 1020: American Media and Social Institutions. The power of the mass media and its effect on social institutions and practices. Develops skills of qualitative and quantitative social science research in the area of mass communication processes; examines media as social, cultural, and economic institutions that shape the values of American society, its political dialogues, its social practices, and institutions.

GEOG 2000: Introduction to Regional Geography. Examines world regions using the geographical perspective, identifying the main physical and cultural features, especially through the use of maps. Required for Interdisciplinary Studies majors.

GS 2010: Introduction to Cross-Cultural Experiences. Establishes a broad-based foundation for understanding varying perspectives and values in a culture other than one's own. Differing global and international views on cultural and environmental issues past, present, and future. The student's cultural background will be used for comparative purposes.

HLTH 1530/1531: Health and Wellness. Explores the role and importance of health and wellness in the lives of individuals and society in general. Laboratory venues will allow opportunities for assessment of lifestyles, decision-making, and research data on health and wellness. Required for Interdisciplinary Studies majors.

PS 1005: American Government and Politics. Constitutional principles, functions, and administration of American federal government; Congress, the Presidency, and the Supreme Court.

PS 1010: Introduction to Global Politics. Comparative theories and institutions of government. Law, constitutions, power, political socialization, ideologies, and the media.

PSY 1410: General Psychology. Introductory survey course. Includes biological foundations, perception, principles of learning, intelligence, motivation, emotion, human development, personality, social psychology, behavior disorders, and psychotherapy. Required for Nursing and Psychology majors.

RS 2030: Religion and Society. Introduces the academic study of world religions with an emphasis on the ways religion both influences and is influenced by society and human behavior.

SOC 1010: Introductory Sociology. Covers the central concepts, theories, and methods of sociology. Focuses on social processes and institutions in modern societies. Assists students in understanding and applying this knowledge in their everyday lives.

SOC 2010: Social Problems. A survey of issues defined as problems by society; examines programs and agencies that address them. Problems addressed include poverty, crime, environment, energy, health, etc.

WGST 2100: Introduction to Women's Studies. Designed to inform and enlighten students about the lives and history of diverse women and the social construction of gender. Areas of study may include work, the family, health, sexuality, violence in women's lives, images of women, and feminist activism.



Glossary

Academic advisor: Academic advisors are available to answer questions from any faculty member or student, but they specialize in helping students with the selection of majors, minors, and courses. They also play pivotal roles in CUSTOMS and registration. This will be your primary advisor for most majors.

Academic Map: A suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. It serves as a general guideline to help to build a full schedule each semester. This contains requirements necessary for timely progress to complete a major and is designated to keep you on track to graduate in four years. These maps are found in the MTSU catalog.

Academic Fresh Start: Allows students who have not been enrolled in a college or university for a period of at least four years to remove grades of F from transcripts. If they meet that criteria and are readmitted or admitted as a degree-seeking student, they may request an Academic Fresh Start after completing the: Academic Fresh Start Application, preparing a degree plan with an advisor, and also receiving approval from the appropriate college advising manager. The student's permanent record will remain a record of all work; however, courses taken and previously failed will be excluded from the GPA calculation. Courses with a D grade will also be excluded when a grade of C or better is required in the student's current major. This policy is independent of financial aid regulations.

Candidacy: Set of academic requirements a student must meet in order to progress in the major/program of study. Student typically will apply for candidacy through a specified application process. Not all programs require candidacy.

Catalog (Undergraduate): A listing of undergraduate courses, regulations, policies, and procedures that can be found on the MTSU website. It is a description of all of the courses that are offered here on campus or online. You can view the catalog on the web by going to catalog.mtsu.edu/index.

CLEP Testing (College Level Examination Program): Computer-based testing that allows students to earn college credit by getting qualifying scores. All results are submitted to and evaluated by the Offices of Admissions and Records, who post credits on students' transcripts. CLEP credits do not affect students' GPA.

Co-Requisite: A course that must be taken at the same time as another related course.

College of Behavioral and Health Sciences (CBHS): The College of Behavioral and Health Sciences focuses on preparing research-based service providers through its five departments and one school. Five departments make up the College of Behavioral and Health Sciences which are, Criminal Justice, Health and Human Performance, Human Sciences, Psychology, Social Work, along with the School of Nursing.

Course Number: A number assigned to a course that you will use when registering for your classes.

Course Registration Number (CRN): A five digit number that identifies each individual course offered during a semester.

Credits: The semester hour is one unit of credit at MTSU. One credit hour represents the satisfactory completion of one 50-minute class period per week (or the equivalent) for a semester and all required preparation. Most traditional lecture courses at MTSU carry 3 hours of credit. Other courses such as labs, shop, and studio classes carry one hour of credit for each two hours per week of attendance.

Dean: The head of a division of a college.

Dean's List: Full-time undergraduate students with a GPA for the current semester of 3.50 or greater.

Department: Areas of study have a department chair who is responsible for the functions of that department. There are five departments and one school that make up the College of Behavioral and Health Sciences (see college for department list).

Distance Learning D01: Online course taught at MTSU by an MTSU instructor. Instruction formats may include video conferencing, telecourses, correspondence courses, and online courses.

Drop Class: Utilize RaiderNet or a drop/add form to withdraw from a course.

Electives: Courses that are not required for a student's major, but will count as credit toward the degree.

Experiential Learning Course (EXL): A learning experience where students develop knowledge and skills from direct experiences and is not held in the traditional academic setting.

Faculty: Professors of different ranks who are employed by a university to teach students.

Faculty Advisor: All students have a faculty advisor. This advisor is a professor in your major and is a great resource for career- and internship-related questions.

Failure to Attend (FA): If a student stops going to class and fails to drop the class. This will be recorded on the student's permanent record and could also have financial consequences. Check with your advisor for further information.

Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act gives students certain rights with respect to their education records. Students must be given notice of their rights under FERPA and the types of personally identifiable information considered as directory information. Students can request to view their education records through the Registrar's Office, SSAC.

Financial Aid Suspension: Students should know 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 but 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, with two different appeal processes that are independent of each other.

First-Generation Student: A student who is the first student in their immediately family to attend college.

Freshman: A student who has earned 0–29 credit hours.

Full-Time Student: A student who is enrolled in at least 12 credit hours.

Gen Eds (General Education Classes): Required classes that give students basic knowledge of common core classes (math, english, science and history).

Honors Advisor: Assists students with Honors College requirements, including the thesis process and applications to national scholarships such as the Fulbright and Goldwater.

Honors Courses: Courses in general studies as well as in major studies. These classes are designed to give students the feel of a small college setting while attending a large university; as a result, class enrollment is kept smaller.

Intent To Graduate: Form showing that the student intends to graduate and is on track for graduation. The student turns this in to the graduation coordinator at least two semesters prior to the planned graduation date.

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Junior: A student who has earned 60–89 credit hours.

Lower-Division Courses: Courses in the 1000 and 2000 range. Typically freshman and sophomore level.

M Number: This is the number students are issued when accepted to MTSU. It is found on your student ID. Students should always provide this number when communicating with an advisor or the advising office. Students are given one Mnumber to be used throughout while attending MTSU.

Minor: Most majors require minors. Minors range from 15 to 30 credits. Some majors have restrictions on what minors can be chosen. Specific requirements for minors are found in the department descriptions in the catalog.

Minor Advisor: If you have a minor, you will need a minor advisor.

Override Permit: Also known as a POD (Permission of Department). Is given by the department so a student can take a course even if they have not met the requirements such as prerequisite, co-requisite, class standing, grade point average, or major/minor.

Part-Time Student: A student who is enrolled in 11 credit hours or less.

Pass-Fail: Certain courses at MTSU (as noted in the catalog) are graded on the pass/fail basis. The grades of P or F are given in such courses. In the calculation of GPAs, a P grade earns hours toward graduation but the GPA is not affected one way or the other.

PIE Form (Partners in Education): A form that allows parents/guardians access to the student's information. Students can revoke or have the form revised or added to their student record.

Pipeline: The official "Gateway to MTSU Campus." On here you can register for classes, pay fees, check your email, keep a calendar, and access your personal data.

Pre-Professional Advisor: Students with interests in programs such as pre-physical therapy, pre-occupational therapy, pre-med, pre-chiropractic, etc., should meet with a pre-professional advisor.

Prerequisite: This is a course that must be completed prior to attempting a more advanced course.

Prescribed Courses (K Course): Prescribed courses are denoted with the letter K. Students enrolled in prescribed courses are provided additional academic support and awarded college credit for those courses pending successful completion of the course(s).

Priority Registration: Date and time that students are allowed to register. Honors students, military students and students with disabilities are given the earliest registration dates and times. then continuing students will be allowed to register based on their number of earned credit hours completed.

Probation: An undergraduate student failing to meet one of the following standards during any term will be placed on academic probation for the subsequent term:

- attain a 2.00 GPA for the current semester, or
- meet one of the following retention standards:
 - if you have 0–29.99 GPA hours, you need a 1.50 overall combined GPA
 - if you have 30–49.99 GPA hours, you need a 1.80 overall combined GPA
 - if you have 50 or more GPA hours, you need a 2.00 overall combined GPA
 - If you are on academic probation and don't meet one of the above standards the next term in which you're enrolled, you will be will be suspended. The first time you are suspended, it's for one semester (not including summer) and any subsequent suspensions will be for two semesters (not including summer). Students previously suspended are not eligible for probationary status and will be suspended again each semester you don't meet the retention standards.

Probation Advisor: Students on academic probation must meet with a probation advisor.

Provost: Provides leadership and management to support instruction, research, public service, institutional effectiveness, international affairs, and student success.

RA (Resident Assistant): Trained peer leaders who supervise those living in a residence hall or group housing facility.*

RaiderNet: The tab that you use in Pipeline allowing you to register, pay fees, and access other personal data services.

Registrar: Provides grade reporting, transcripts, graduation status, and veterans enrollment information to the MTSU community.

Senior: A student who has earned at least 90 credit hours.

Sophomore: A student who has earned 30–59 credit hours.

Student-Athlete Advisor: Aids students with course selection and NCAA eligibility requirements.

Supplemental Instruction (SI): Supplemental instruction is a peer-assisted study and learning method provided free of charge to students in historically challenging courses at MTSU. SI is a non-remedial approach to learning and understanding that significantly increases student performance and long-term success.

Suspension: 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. For information about Financial Aid Suspension, see Financial Aid Suspension.

Syllabus: A document which gives clear expectations and responsibilities for a course. It provides students with clear course objectives, requirements, and policies. It should also give the dates of exams, projects, and any assignments that the student will be expected to complete.

TN ECAMPUS (Formally known as RODP): Courses you take by computer instead of in a traditional classroom. Our online courses are listed as R50, and there are additional costs to take the online courses. If it is a Regents online course (these are identified as a R50).

TRIO/SSS Advisor: Serves students within the TRIO/SSS program.

Undergraduate Student/Undergraduate Studies: A student enrolled in the University who will be obtaining a bachelor's degree.

Upper-Division Courses: Courses in the 3000 and 4000 range. Typically Junior- and Senior-level courses.

Withdraw: This is done officially by either contacting MT OneStop or your advisor. The date that you withdraw will impact the grade you get, and there are financial consequences that you will need to be aware of as well.

Sources: MTSU website, MTSU catalog (found online), and *Wikipedia

STUDY TIPS

Reading

- Read quicker and ahead of time. . . prior to class on the topic to be covered.*
- Use headings to outline the chapter, and identify key words and their meaning.
- Using the dictionary.
- Develop a system for learning new words (flash cards maybe).
- Attempt to understand. . . not memorize.

Note-Taking

- Keep your notes in an organized notebook.
- Use abbreviations and phrases rather than complete sentences.
- Recopying or typing notes is helpful.
- Take notes even if you audiotape lectures.
- Write down important information even if you think you will remember it.
- Take notes as you read.

Techniques

- If you are having problems with a class, seek help from the teacher.*
- Review each day.*
- Study independently prior to studying with a group.
- Strive to apply information learned . . . in class in the clinical or real-world setting.
- Try to transfer knowledge from one course to other courses.
- Have books, notes, and other materials on hand when beginning study time.
- Break large amounts of information into small clusters that can be studied separately.
- Avoid distractions when studying: radio, stereo, people talking, etc.

Time Management

- Set aside adequate periods of time for study (no less than one hour).*
- Don't spend too much time on loafing, movies, dates—concentrate on your studies.*
- Complete assignments ahead of time.*
- Schedule study time and stick to it.*
- When you sit down to study, get to it and minimize interruptions.*

Motivation

- Self-motivation and self-efficacy (believing in yourself) are key factors in academic success.
- Don't skip class.*
- Pay attention in class—no daydreaming!*
- DO NOT wait until the week of or the night before a test to begin studying!*

Created by Dr. Jenny Sauls, MTSU School of Nursing, Director; revised and notes added by Brelinda Johnson, March 2015

*"Study Habits Most Predictive of Success": Adapted from Jones and Slate, *1992 Study Habits Inventory*

TEST-TAKING TIPS

For more great student resources and test-taking tips, go to mtsu.edu/studentsuccess/roadmap.php

Prepare! Prepare! Prepare!

- Read and study throughout the semester.
- Avoid cramming the night before!
- Read BEFORE class so you are prepared for the lecture.
- Write dates for all tests, quizzes, and assignments on a calendar or planner or use mobile apps.
- Always ask questions if you have them!

Relax

- Take several deep breaths when you start to feel anxious.
- Slow down.

Stay in the present moment

- While studying:
 - Plan for small breaks.
 - Limit distractions! (phone, computer, TV, etc.)
- If you can't stay focused while studying, walk away for a minute, then go right back to studying.
- During the test:
 - Focus on the test in front of you and the current question. Stop your mind from wandering and focus on what you can control.

Stay focused on yourself

- Study in groups if it works for you.
 - Avoid it if you tend to socialize more.
- Limit your discussion of the test before you take it.
 - Others' concerns about the test may affect your confidence.
- Don't compare yourself to others during the test.
 - It does not matter how quickly everyone else finishes the test. It does not affect your grade.

Manage your time effectively

- Take time to read directions and review the test.
- If you get stuck on a question, move on and come back to it.
- Spending too much time on one question may increase your anxiety and decrease your confidence.
 - Other questions may jog your memory!

Keep a positive attitude

- Negative thoughts are not productive or motivating!
- Recognize, stop, and replace these negative thoughts with positive and/or realistic ones.

Undergraduate Programs and MTSU Contacts

College of Basic and Applied Science

Jones Hall 159, 615-898-2613
Or email your advisor listed on Pipeline

College of Behavioral and Health Sciences

Cason-Kennedy Nursing Building 108, 615-898-4803
To schedule an appointment, go to mtsu.edu/cbhsadv or email your advisor listed on Pipeline

College of Business

Business and Aerospace Building N219, 615-898-2764
Or email your advisor listed on Pipeline

College of Education

College of Education Building 202, 615-898-2680
Or email your advisor listed on Pipeline

College of Liberal Arts

Todd Hall 231
To schedule an appointment go to mtsu.edu/liberalarts/advising or email your advisor listed on Pipeline

College of Media and Entertainment

John Bragg Media and Entertainment Building 230, 615-494-7998
Or email your advisor listed on Pipeline

University College Advising Center

Keathley University Center 322, 615-898-5209
Or email your advisor listed on Pipeline

Discover a passion: mtsu.edu/programs

MTSU offers the following majors and/or concentrations.

-  Accounting
-  Actuarial Science
-  Advertising (and Public Relations)
-  Aerospace
-  Aerospace (Unmanned Aircraft Systems Op.)
-  Agribusiness
-  Animal Science
-  Animation
-  Anthropology
-  Apparel Design
-  Applied Leadership
-  Art (Studio)
-  Art Education
-  Art History
-  Art Practices
-  Astronomy
-  Athletic Training
-  Biochemistry
-  Biology
-  Business Administration
-  Business Education
-  Chemistry
-  Child and Family Studies
(Family and Consumer Studies)
-  Communication Studies
-  Community and Public Health
-  (Computer) Information Systems
-  Computer Science
-  Concrete Industry Management
-  Construction Management
-  Consumer Education
(Family and Consumer Studies)
-  Criminal Justice (Administration)
-  Cultural Geography
-  Dance
-  Early Childhood Education
-  Economics
-  Engineering Technology
-  English
-  Entrepreneurship
-  Environmental Sustainability and Technology
-  Exercise Science
-  Fashion Merchandising
-  Fermentation Science
-  Finance
-  Forensic Science
-  French
-  Geoscience
-  German
-  Global Studies
-  Graphic Design (Art)
-  Healthcare Administration
-  History
-  Horse Science
-  Industrial/Organizational Psychology
-  Information Systems
-  Information Technology
-  Insurance
-  Integrated Studies
-  Interdisciplinary Studies, K-6, 6-8
-  Interior Design
-  International Organizational Leadership
-  International Relations
-  Japanese
-  Journalism
-  Leisure, Sport, and Tourism Studies
-  Liberal Studies
-  Management
-  Marketing
-  Mathematics
-  Mechatronics Engineering
-  Media Management
(Electronic Media Communication)
-  Media Studies
-  Music, Composition (Theory-Composition)
-  Music, Instrumental Music Education
-  Music, Instrumental Performance
-  Music, Vocal/General Education
-  Music, Voice Performance
-  Music Industry
-  New Media Communication
-  Nursing
-  Nutrition and Food Science
-  Organizational Communication
-  Organizational Leadership
-  Philosophy
-  Photography
-  Physical Education
-  Physics
-  Plant and Soil Science
-  Political Science
-  Pre-Chiropractic (Health Science)

LEGEND

 College of Basic and Applied Sciences	 College of Liberal Arts
 College of Behavioral and Health Sciences	 College of Media and Entertainment
 Jennings A. Jones College of Business	 University College
 College of Education	

-  Pre-Cytotechnology (Health Science)
-  Pre-Dental (Health Science)
-  (Pre) Diagnostic Sonography (Health Science)
-  Pre-Engineering
-  Pre-Health Information Management (Health Science)
-  Pre-Law
-  Pre-Medical (Health Science)
-  Pre-Medical Technology (Health Science)
-  Pre-Nuclear Medicine Technology (Health Science)
-  Pre-Occupational Therapy (Health Science)
-  Pre-Pharmacy (Health Science)
-  Pre-Physical Therapy (Health Science)
-  Pre-Radiation Therapy Technology (Health Science)
-  Pre-Veterinary Medicine
-  Professional Studies
-  Psychology
-  Public Administration
-  Public Relations (and Advertising)
-  Real Estate
-  Recording Industry, Audio Production
-  Recording Industry, Commercial Songwriting
-  Recording Industry, Music Business
-  Religious Studies
-  Social Work
-  Sociology
-  Spanish
-  Special Education
-  Speech-Language Pathology and Audiology
-  Teacher Preparation (Interdisciplinary Studies)
-  Theatre
-  Video and Film Production
(Electronic Media Communication)
-  Visual Communication

