

**COLLEGE OF BASIC  
AND APPLIED SCIENCES**

STUDENT  
HANDBOOK

# MTeach

TENNESSEE NEEDS TEACHERS!

The MTeach program is a secondary education licensure program for:



Mathematics



Physics



Chemistry



Biology



Agriculture



Geosciences

**WE OFFER:** EXL credit, community space, mentorship with local teachers, access to lesson planning materials, and post-graduation support.



## READY TO START YOUR JOURNEY?

Take MSE 1010 Step 1: Inquiry Approaches to Teaching.

In this one-hour class, you will teach in a school setting with a local mentor teacher.

[mtsu.edu/mteach](https://mtsu.edu/mteach)  
[mteach@mtsu.edu](mailto:mteach@mtsu.edu)



615-494-8673  
Midget 101



The College of Basic and Applied Sciences (CBAS) is a diverse and innovative set of departments that include the basic sciences (Biology, Chemistry, and Physics), Mathematical Sciences, and Computer Science as well as Aerospace, Agriculture, Concrete and Construction Management, Engineering Technology, Geosciences, Pre Professional Health Science, Data Science, and Military Science.

## ELEMENTS OF

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I AM *true* **BLUE**<sup>™</sup>

MIDDLE TENNESSEE STATE UNIVERSITY



# LETTER FROM THE ADVISORS

On behalf of the Advising staff, we would like to welcome you to the College of Basic and Applied Sciences.

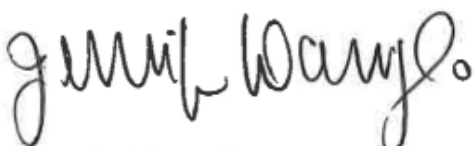
Your advisor will be an invaluable source of information to help you navigate degree requirements, empower you to learn about CBAS and University policies, refer you to other important campus resources, and generally serve as a coach supporting you along the way.

You can expect your advisor to be accessible, knowledgeable, and genuinely interested in your academic success. In return, your advisor will expect that **YOU** take responsibility for your educational journey. You can do this by meeting with your advisor regularly, learning about your major and its requirements, and charting your own academic progress.

You have chosen to major in a demanding and challenging course of study. The rewards for completing a major in this college are tangible and vast. Your advisor will be one of the best resources available to you, so take the time to get to know that person well.

We are excited that you are here and wish you the best luck as you begin your educational career. We expect to see you in the Advising Center often!

Best Wishes,



Jennifer Danylo  
Advising Manager  
College of Basic and Applied Sciences



Eric B. Miller  
Advising Manager  
Pre- Professional Health Science Advising

# WELCOME-BLUE RAIDER



Before diving into your student handbook: Take a moment to reflect on whether you are a first generation student. The term “first-generation” simply refers to a student whose parent(s) or guardian(s) did not obtain a four-year college degree, like the one you are pursuing. As a first-generation student in the College of Basic and Applied Sciences (CBAS), you will be met with considerable challenges. You may even feel that you are not ready for college, but you are. Below are some tips and words of wisdom to help keep you focused and on track to meet your academic and personal goals.

- Get involved—with anything! Seriously. Make this your community.
- Attend MTSU sporting events.
- Not a sports fan? Join a club! Heck, join one even if you are a sports fan.
- Talk to people and make friends. We know—we are cringing too, but it is important!
- Write down long-term goals. How about graduate school or professional school, maybe?
- Hold yourself accountable for those goals.
- Talk to your academic advisors, frequently. We cannot help you if you don't speak with us!
- If you have a question, ask someone. If they

cannot answer you, they can tell you someone who can. I am looking at you, student with financial aid questions.

- Do not doubt yourself. You are here because someone has faith in you.
- Ability is not innate. You can improve on anything if you work at it.
- Believe you will succeed. Know you will succeed.
- Know that you are not alone. Great things are never accomplished by one person in a vacuum, except maybe the moon landing .

## **Oh, and see the letters at the top of the page—CBASFG?**

That stands for College of Basic and Applied Sciences First Generation. Any time you see that, whether it is on a pin or sticker, with a student, staff, or faculty member, know that they are rooting for you. Maybe even ask them for a little advice! Remember, this is a place where challenging your fears, anxieties, and insecurities will make you stronger and we want to help!

# COLLEGE OF BASIC AND APPLIED SCIENCES

## CBAS Advising Offices–

### Jennifer Danylo and Eric Miller, Managers

DSB 120

Phone: 615-898-2495

### Aerospace– Dr. Prelis, Chair

BAS S211

Phone: 615-898-2788

### School of Agriculture– Dr. Carter, Director

SAG 100

Phone: 615-898-2523

### Biology– Dr. Mullen, Chair

SCI 2044

Phone: 615-898-2847

### Chemistry– Dr. Friedli, Interim Chair

SCI 3016

Phone: 615-898-2071

### Computer Science– Dr. Sarkar, Chair

KOM 306

Phone: 615-898-2397

## School of Concrete and Construction Management–

### Dr. Strong, Director

VET 114

Phone: 615-494-7658

### Engineering Technology– Dr. Currie

VET 143

Phone: 615-898-2098

### Geosciences– Dr. Momm, Chair

DSB 241

Phone: 615-898-2726

### Mathematical Sciences– Dr. Stephens, Chair

KOM 223

Phone: 615-898-2669

### Military Science– LTC McCarthy

FH 0001

Phone: 615-898-2470

### Physics and Astronomy– Dr. Henderson, Chair

WPS 220

Phone: 615-898-2130

# CBAS ACADEMIC ADVISING

Your **college advisor** will be an invaluable source of information to help you navigate degree requirements, empower you to become familiar with CBAS and University policies, refer you to other important campus resources, and generally serve as a coach supporting you along the way. You can expect your **college advisor** to be accessible, knowledgeable, and genuinely interested in your academic success. In return, your **college advisor** will expect YOU take responsibility for your academic journey. Your academic success depends on how well you take responsibility for your own education, including taking initiative to achieve academic excellence.

Your **faculty advisor** will serve as a mentor to you in your specific field of study. This could include mentoring in undergraduate research, establishing routine check-ins with you to gauge your level of understanding in your classes and program, and helping you foster a sense of independence and critical thinking, seek out professional development opportunities, identify potential career options, and explore paths to your next level of education.

Your **pre-professional advisor** and **faculty mentor** are available to assist you if you would like to apply to a health-related program in fields such as medicine, pharmacy, sonography, and others. These advisors can help you navigate the complexities of applying to a professional health program. They are knowledgeable about how to prepare a competitive application, can assist in preparation for the various entrance exams, and can help you understand what admissions representatives are looking for in a successful candidate. They have similar expectations to your **college advisor** and will hold you to the same measure of accountability and standards.



# ADVISING APPOINTMENTS

## How do I prepare for an advising appointment?

CBAS students are held to a certain standard when it comes to academic advising. We view the advising process as a collaboration between students and advisors—this means that students are expected to actively participate by coming to their appointment prepared, as described in the bullet point list to the right. It is important to have a good relationship with your advisor and stay in communication with them at all times! Priority registration; the time when you sign up for next semester's classes, will happen twice a year. Before priority registration happens, you will need to meet with your advisor(s) to go over the next semester's schedule. Follow these tips to ensure successful meetings!

- Familiarize yourself with DSB 120 advising office location or the virtual advising process.
- Be on time to your appointment! Being late could result in a rescheduled appointment.
- Check your academic progress reports around midterm in Pipeline. Pipeline > Registration and Student Records > Academic Progress Report (in Academic Records box).
- Bring your updated academic map and/or advising sheet, having checked off all completed and currently enrolled coursework.
- Browse course offerings in Pipeline, and come prepared with a tentative schedule for the upcoming semester.
- Coming to your appointment unprepared could result in a rescheduled appointment.

## HOW DO I FIND MY ADVISOR?

**LOG IN TO  
PIPELINE**

**CLICK ON  
REGISTRATION  
AND STUDENT  
RECORDS PAGE**

**CLICK ON  
ASSIGNED  
ADVISOR**

# DEGREEWORKS

**DegreeWorks is a tool available for use in PipelineMT; a comprehensive academic advising and degree audit tool designed to facilitate real-time monitoring of your academic progress toward degree completion.**

## HOW DO I RUN A DEGREE EVALUATION?

- Log in to PipelineMT > click on Registration and Student Records page > click on the DegreeWorks icon OR in the Academic Records box, then click on Degree Evaluation
- Degree evaluations are run using DegreeWorks. DegreeWorks is a tool for students and advisors to use together to enhance advising, degree planning, and graduating on time.

# SCHEDULING AN ADVISING APPOINTMENT

Begin by logging in to [mtsu-campus.eab.com](https://mtsu-campus.eab.com) using your Pipeline MT credentials. You can also find the "Schedule an Advising Appointment" link in Pipeline's Registration and Student Records page.

**START**

ON THE NAVIGATE HOMEPAGE, CLICK ON THE BLUE "SCHEDULE AN ADVISING APPOINTMENT" BUTTON FOUND TO THE RIGHT.

SELECT COLLEGE OF BASIC AND APPLIED SCIENCES. IF YOU ARE UNSURE, VISIT THE MAJOR'S DEPT. WEBSITE TO VERIFY ITS COLLEGE.

IF YOU ARE CHANGING YOUR MAJOR, SELECT THE NEW MAJOR'S ADVISOR!

BELOW THIS OPTION, YOU WILL THEN SELECT THE REASON FOR THE APPOINTMENT.

ON THE NEXT SCREEN, MAKE SURE THAT THE CORRECT ADVISING CENTER IS SELECTED FROM THE DROP-DOWN BOX. YOUR ASSIGNED ADVISOR WILL INCLUDE "(YOUR ADVISOR)" NEXT TO THEIR NAME.

NEXT, YOU WILL BE SHOWN YOUR ADVISOR'S AVAILABILITY IN CALENDAR FORMAT. SELECT A TIME THAT WORKS FOR BOTH YOU AND YOUR ADVISOR.

MAKE SURE YOU READ ANY ADDITIONAL APPOINTMENT DETAILS AND ADD IN ANY COMMENTS THAT YOU FEEL YOUR ADVISOR SHOULD KNOW BEFOREHAND.

SELECT "SEND ME A TEXT" OR "SEND ME AN EMAIL" TO RECEIVE REMINDERS.

CLICK "CONFIRM APPOINTMENT" AND YOU WILL RECEIVE AN EMAIL CONFIRMATION WITHIN A FEW MINUTES.

**FINISH**

CONGRATS! YOU HAVE MADE YOUR ADVISING APPOINTMENT— WE CANNOT WAIT TO SEE YOU!



# NOT HIGH SCHOOL ANYMORE

Toto—I have a feeling we are not in high school anymore. Check out some of the differences between the two.

## HIGH SCHOOL

- School personnel watch out for students—guiding and correcting them if necessary.
- Students are usually told in class what they need to learn from assigned readings.
- Students mostly acquire facts and skills.
- Mastery can be seen as the ability to reproduce what students are taught.
- “Effort counts”. Courses are usually structured to reward a “good-faith effort”.

## COLLEGE

- Students are expected to take responsibility for what they do and do not do, as well as for the consequences of their actions or inactions.
- It is up to the students to read and understand the assigned material; lectures and assignments proceed from the assumption that the students have already done so. It is important to come to class prepared to understand the material presented.
- In college, students are responsible for thinking through and applying what they have learned.
- Mastery is often seen as the ability to apply what the student has learned to new situations or to solve new kinds of problems.
- “Results count”. Though “good-faith effort” is important with regard to the professor’s willingness to help students achieve good results, it will not substitute for results in the grading process.

# IMPORTANT DATES

Important dates for each semester are listed on the MTSU website in the Registration Guide—[mtsu.edu/registration/registration-guide.php](https://mtsu.edu/registration/registration-guide.php)

The following are typical time periods you should be aware of each semester.

**PERIOD  
TO ADD A  
CLASS ON  
PIPELINE**

3-4 DAYS  
AFTER THE  
FIRST DAY  
OF CLASS

**RECEIVE  
A 100%  
REFUND**

ENDS 1 DAY BEFORE  
THE FIRST DAY OF  
CLASS

**DROP A  
CLASS  
WITH NO  
GRADE**

2 WEEKS AFTER  
THE FIRST DAY  
OF CLASS

**RECEIVE A  
75%  
REFUND**

ENDS 2 WEEKS  
AFTER THE FIRST  
DAY OF CLASS

**PERIOD TO  
DROP A  
CLASS WITH  
A "W"**

60% OF  
TERM—  
CHECK  
PIPELINE MT  
FOR EXACT  
DATE

**RECEIVE A  
25%  
REFUND**

ENDS 4 WEEKS  
AFTER THE FIRST  
DAY OF CLASS

# FINANCIAL AID BASICS

Financial aid can help cover the costs of tuition, housing, books, and other related expenses. The FAFSA is your application for financial aid, such as federal and state grants (free money based on need), federal loans (money you will repay later), federal work-study, and other state funds, like the HOPE Lottery Scholarship. Every October you should complete the new FAFSA at [fafsa.ed.gov](https://fafsa.ed.gov) for the upcoming fall, spring, and summer semesters.

After completing the FAFSA and accepting some or all of the financial aid offered to you, there are many rules that you must follow to ensure that you keep your aid. You definitely don't want to have to pay back free money! The most common reasons that students lose financial aid eligibility and must pay back funds are:

- dropping classes during the semester and failing
- withdrawing from too many courses.

**Dropping even one course during the semester could drastically change your financial aid status. Always consult your academic advisor and MT One Stop before dropping any courses after the semester has started. For instance, if a student with HOPE Scholarship drops below 12 credit hours during the semester, they have most likely lost the HOPE Scholarship forever!**

Failing grades not only lower your GPA and waste the tuition you paid, but they also can prevent you from receiving financial aid in future semesters. Dropping courses for "W" grades can make you ineligible for financial aid, even though they do not impact your GPA. Students must pass at least 67% of all attempted credit hours to remain in Good Standing for financial aid. For example, if a new freshman student only passes 6 of 10 attempted courses by the end of their first year, they could be ineligible for financial aid in future semesters, including loans! Students who drop below the 67% passing rate could likely have to pay for classes out of pocket until their passing rate is raised to at least 67%.

## COURSE PROGRAM OF STUDY (CPOS)

You may not be aware, but there is an important emphasis in federal and state financial aid rules that cause your grants, scholarships, work-study, and loans to be reduced if you enroll in the wrong classes. These rules also apply to MTSU Guaranteed Scholarships. Only courses required for degree completion can be used to determine your aid eligibility for these programs.

Coursework toward Program of Study (CPoS) include courses in your major, minor, or other degree requirements. Enrolling in coursework that meets an outstanding degree requirement is known as eligible CPoS coursework. For those depending upon aid to attend MTSU, not paying attention to this rule could affect the amount of aid you will receive.

The Degree Works tool will be used to determine if a course is part of the program of study. Financial Aid will run the program to identify students who are impacted and notify them that there could be an issue with a course that could negatively impact financial aid.

Students will be notified by MTSU email if there is a conflict that could negatively impact financial aid. In addition, students can view their "Coursework Toward Program of Study" to determine which courses are applying (or not) by going to the "My Record" tab in Pipeline and clicking the link that says "Coursework Toward Program of Study". Academic Advisors are the student's point of contact on courses included (or not) in the **program of study**.

# MT MAIL



## **MTSU uses Office 365 to manage email accounts for students.**

It is an expectation that your MTSU email account will be checked daily. All communications from the University will go to this email account. Financial aid, professors, advisors—it goes to your MTSU email address. You will always be held accountable for the information sent to it.

There is an email sorting tool available. This tool keeps track of what emails you read and which ones you ignore and moves emails you are likely to ignore to a folder called Clutter so that you can review them later. While Clutter can help keep your inbox less crowded, sometimes important emails can go into the Clutter box instead of your Inbox.

ITD has implemented rules so that any email you receive from someone at **mtsu.edu** or **mtmail.mtsu.edu** will always go to your inbox.

# FORWARDING MT MAIL

1. From your MT Mail account, click on OPTIONS in the upper right corner underneath your name.
2. Click SEE ALL OPTIONS.
3. Click on MY ACCOUNT.
4. On the right side, under SHORTCUTS TO OTHER THINGS YOU CAN DO, click on FORWARD YOUR EMAIL.
5. Under FORWARDING, click in the text box under FORWARD MY EMAIL TO and enter the email address where you want your mail forwarded.
6. If you would like to keep a copy of the forwarded messages in your MT Mail account (recommended), keep the KEEP A COPY OF FORWARDED MESSAGES IN OUTLOOK WEB APP box checked. Uncheck if not.
7. Click on START FORWARDING.
8. Click on SAVE.

**Email is forever.** Once you send it, you cannot get it back. Once a professor has the email, they own it. So think twice before you send an email you might later regret.

# EMAIL ETIQUETTE

Your email correspondance while at MTSU should be professional. Here are some etiquette tips to keep in mind:

## EMAIL GOES WHERE IT IS TOLD

Check and double-check to see that the right address appears in the To line. Just because your mom and professor share the same last name does not mean that the professor wants to hear all about your life drama.

## PROFESSORS MIGHT NOT OPEN MAIL SENT FROM SEXYKITTEN12@GMAIL.COM

You must send all emails from your MTSU student email account. This is for your protection and theirs.

## SALUTATIONS MATTER

The safest way to start an email is with "Dear Professor ..."

## CLEAR AND CONCISE IS BEST

Your professor might get 25–30 emails on a daily basis so it is best if you ask your question in a focused manner. If your question is very elaborate, go to their office during posted hours or ask for an appointment.

## THIS IS NOT A SHOUTING MATCH

Do not write in all upper-case letters, which is an email convention for anger or other strong emotions.

## DO NOT USE EMOTICONS AND SMILEYS

There is a time and place to use emoticons and smileys in messages—typically they are not appropriate in professional emails.

## THIS IS NOT SOCIAL MEDIA

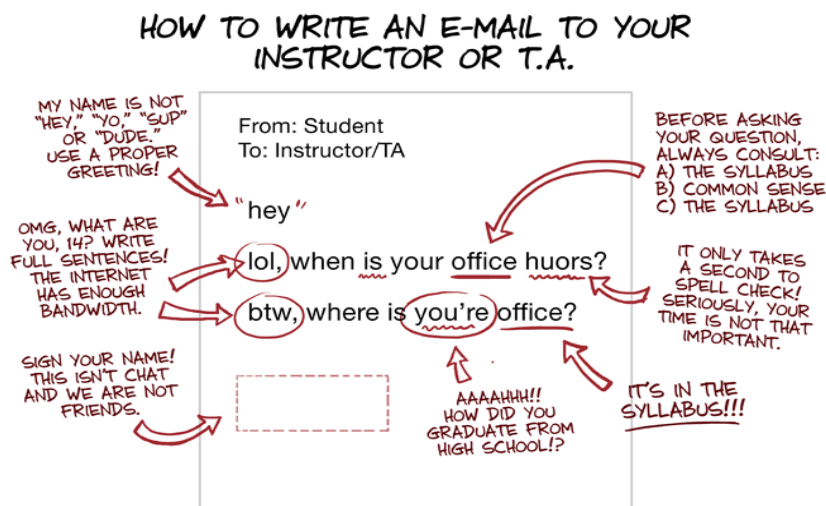
Do not write the professor in the way you would write on your friend's wall and pls dun write ur profes llk ur txtin, lolz.

## YOUR PROFESSOR DOES NOT WANT TO HEAR YOUR PHILOSOPHY OF LIFE

Skip the cute quotes or statements of your religious or political views at the bottom of your email.

## DO NOT SEND MULTIPLE EMAILS REPEATEDLY

Send one email and allow the recipient 1-2 business days to respond.



# CBAS LINGO

New beginnings bring new words! We thought we would help you out with some of the basic words and phrases that you might hear thrown about at MTSU and what folks are referring to when they say them.

## Academic Map

A suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. This sample schedule serves as a general guideline to help build a full schedule each term.

## College/Academic Advisors

Help students understand the requirements of each academic major, any special rules, paperwork, and clarifying questions from students.

## Corequisites

Courses that must be taken simultaneously. For example, CHEM 1110 General Chemistry lecture must be taken in the same semester as CHEM 1111 General Chemistry lab.

## Course CRN

Each section of a class has a specific 5-digit Course Registration Number that PipelineMT recognizes as that specific course.  
Example: 85211

## Course Program of Study (CPoS)

Students may only receive federal aid for coursework that counts towards unmet requirements in their officially declared program of study.

## Course Syllabus

Professors provide a magical, answer-filled document that includes the course outline of topics and assignments expected to be covered in that specific course, along with due dates and grading scales.

## Credit Hours

A credit hour is approximately 1 hour of classroom or direct faculty instruction and a minimum of 2 hours of out-of-class student work each week.

## Faculty Mentor/Advisor

Professors within your major department who are experts in their field of study and who are familiar with career paths and opportunities available to you after graduation.

## Grade of "I" Incomplete

Indicates that the student has not completed all course requirements by the end of the semester. The incomplete is temporary and must be removed during the succeeding semester or a grade of "F" will be entered. "I" is not calculated in the GPA.

## Grade of "FA"

Failure due to lack of attendance (stopping attendance in one or more classes) during the semester. "FA" is likely to impact future financial aid eligibility.

## Grade of "W"

Withdrawal- Assigned in courses which are dropped during a specified period of time within a term. Students should consult their Registration Guide or online for specific dates each semester. "W" is not calculated in the GPA but can negatively impact financial aid.

## Major

A subject or career field that serves as the focus of study in a degree program.



Continued . . .

## **Minor**

A subject or career field that is secondary to your major degree program.

## **MSEAP**

Medical School Early Acceptance Program with Meharry Medical College in Nashville.

## **Pre-Professional Advising**

Students wishing to pursue a professional health science career will be assigned a pre-professional advisor familiar with professional school admission.

## **Prerequisites**

Courses that must be completed prior to enrolling in an advanced course. For example, MATH 1730 Pre- Calculus is a prerequisite to MATH 1910 Calculus I.

## **Priority Registration**

After being advised, students register in April and/or November for the next term's classes.

## **Purge Day**

This is the fee payment deadline. If you do not confirm your schedule, your classes will be dropped (purged) on this day each semester.

## **Schedule Planner**

A place to enter your classes and see every possible schedule available for the semester. No need to worry about time conflicts, closed classes, or science lectures not matching with science labs. It might just be your BFF!

## **Supplemental Instruction (SI)**

In historically challenging courses, peer-assisted, group study and discussion methodology uses scheduled, informal sessions to help students with understanding and study skills.

## **Zoom**

is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video.

# PATHWAY TO GRADUATION



## FRESHMAN

- Develop relationship with academic advisor(s).
- Begin introductory major courses along with general education courses.
- Declare major and concentration area. This can be declared or changed through your academic advisor anytime—the sooner, the better.
- Begin exploring career and professional school options.

## SOPHOMORE

- Complete remaining courses in your freshman and sophomore years.
- Establish contact with your faculty mentor/advisor.
- Get involved in departmental or university student organizations.

## JUNIOR

- Register with the Career Development Center in KUC 328.
- Review GPA in major, minor, 36 upper-division hours, and overall.
- File the Intent to Graduate forms with your advisor two semesters before graduation (including summers).
- Prepare and schedule graduate/professional school exams (i.e. GRE and MCAT).
- Apply for and complete an internship—not required for all majors but ALWAYS encouraged.

## SENIOR

- Begin job search process or applications to professional programs(s) or graduate school(s).
- Schedule and complete appropriate exams, i.e., Major Field Test and General Education Test.
- Go through Departmental Exit Interview.



# GRADUATION REQUIREMENTS

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

1. At least 120 semester hours with a GPA of 2.00 (C average) or higher
2. Minimum of 25% of credit for the degree earned at MTSU
3. 36 upper-division hours (3000–4000 level courses)
4. Maximum of 60 semester hours of non-course credit (ex: credit by examination, service experience credit, etc.)
5. 50 semester hours must be from senior college credit (four-year university)
6. At least 12 upper division semester hours for the major must be from MTSU
7. 41 credit hours of General Education requirements outlined on the next page
8. All major requirements
9. All auxiliary requirements
10. All minor requirements (if applicable)



# GENERAL EDUCATION REQUIREMENTS

All MTSU students must complete 41 hours of General Education courses in the categories outlined below. The purpose of the General Education core is to ensure that college students have the broad knowledge and skills to become lifelong learners in a global community that will continue to change. **Most CBAS majors require specific courses from this list—CONSULT WITH YOUR COLLEGE ADVISOR!**

## Communication—9 credits

*C- or better in ENGL 1010K, ENGL 1010, and ENGL 1020*

ENGL 1010 or ENGL 1010K- Expository Writing  
 ENGL 1020- Research and Argumentative Writing  
 COMM 2200- Fundamentals of Communication

## Mathematics—3 credits (choose one)

MATH 1010 or MATH 1010K- Math for General Studies  
 MATH 1530 or MATH 1530K- Applied Statistics  
 MATH 1630- Math for Managerial, Social, and Life Sciences  
 MATH 1710 or MATH 1710K- College Algebra  
 MATH 1720- Plane Trigonometry  
 MATH 1730- Pre- Calculus  
 MATH 1810- Applied Calculus  
 MATH 1910- Calculus I

## History—6 credits (choose two)

HIST 2010- Survey of US History I  
 HIST 2020- Survey of US History II  
 HIST 2030- Tennessee History  
 HIST 2040- Survey of African American History I  
 HIST 2050- Survey of African American History II

## Humanities and Fine Arts—6 credits

*Choose two different subjects*

ANTH 2210- Introduction to World Prehistory  
 ART 1030- Art Appreciation  
 ART 1920- Survey of Western Art I  
 DANC 1000- Dance Appreciation  
 HIST 1010 or HIST 1020- Survey of Western Civilization  
 HIST 1110 or HIST 1120- Survey of World Civilization  
 HUM 2610- Foreign Literature in Translation  
 MUHL 1610- The World of Music  
 MUS 1030- Introduction to Music  
 PHIL 1030- Introduction to Philosophy  
 THEA 1030- Introduction to Theatre

## Literature Requirement—3 credits (choose one)

*Course must be completed after ENGL 1010 and ENGL 1020*

ENGL 2020- Themes in Literature and Culture  
 ENGL 2030- The Experience of Literature  
 HUM 2610- Foreign Literature in Translation

## Natural Sciences—8 credits

*Choose two different subjects (some require completion of learning support 'K' courses first)*

ASTR 1030/1031- Exploring the Universe  
 BIOL 1030/1031- Exploring Life  
 BIOL 1110/1111- General Biology  
 BIOL 2010/2011- Human Anatomy & Physiology I  
 BIOL 2020/2021- Human Anatomy & Physiology II  
 CHEM 1030/1031- Chemistry for Consumers  
 CHEM 1010/1011- Introduction to General Chemistry  
 CHEM 1110/1111- General Chemistry I  
 GEOL 1030/1031- Introduction to Earth Sciences  
 GEOL 1040/1041- Physical Geology  
 PGEO 1030- Physical Geography  
 PHYS 1110- Discovering Physics  
 PHYS 2010/2011- Non-Calculus Based Physics I  
 PHYS 2110/2111- Calculus Based Physics I  
 PSCI 1030/1031- Topics in Physical Science  
 PSCI 1130/1131- Contemporary Issues in Science

## Social and Behavioral Science—6 credits

*Choose two different subjects*

AAS 2100- Introduction to African American Studies  
 ANTH 2010- Cultural Anthropology  
 ECON 2410- Principles of Economics; Macroeconomics  
 ECON 2420- Principles of Economics; Microeconomics  
 EMC/JOUR/RIM 1020- American Media & Social Institutions  
 GEOG 2000- Introduction to Regional Geography  
 GS 2010- Introduction to Cross-Cultural Experiences  
 HLTH 1530/1531- Health and Wellness  
 PS 1010- Introduction to Global Politics  
 PS 1005- Introduction to American Politics  
 PSY 1410- General Psychology  
 RS 2030- Religion and Society  
 SOC 1010- Introductory Sociology  
 SOC 2010- Social Problems  
 WGST 2110- Introduction to Women's Studies

# ACADEMIC MAPS AND ADVISING SHEETS

Academic Maps and Advising Sheets are tools that you will use with the help of your advisors to stay on track for graduation. It is expected that you have an updated Academic Map and/or Advising Sheet form prepared every time that you meet with your advisor. Failure to do so will result in a rescheduled appointment.

- Academic Maps also list the courses required for your degree, but they outline a **SUGGESTED** sequence of courses. Following the suggested course sequence is often critical to graduate in four years! Academic Maps are designed with consideration of courses that must be taken in order and those that are offered in Fall or Spring only. Meet with your advisor regularly to develop plans to meet your graduation goals.
- Advising Sheets list all of the requirements for your major/degree with course titles and details on how each course is categorized—general education, major, supporting, or minor courses.
- Submit your Intent to Graduate Form to your academic advisor at least two (preferably three) semesters prior to expected graduation. The form and further instruction may be obtained from your advisor.

## ADVISING SHEET

Reset Form

College of Basic and Applied Sciences — Advising Sheet  
(Requires 128 total credit hours)

Student name: \_\_\_\_\_ Student #: \_\_\_\_\_  
 Major: Mechatronics Engineering Minor: \_\_\_\_\_  
 Concentration: N/A E-mail: \_\_\_\_\_

General Education	Course	Semester	Grade	Notes	Credit Hours
COMMUNICATION (3 hour)	ENGL 1102				3
	COMM 2201				3
	COMM 2202				3
HUMANITIES AND/OR FINC ARTS (9 hours)	ENGL 1102				3
	ENGL 1102				3
MATH (6 hours)	MATH 1101				3
	MATH 1102				3
NATURAL SCIENCE (8 hours)	PHYS 2101				3
	PHYS 2102				3
SOCIAL SCIENCES (6 hours)	SOCI 1010				3
	SOCI 1010				3
TOTAL					41

Major Courses (28 GPA required)	Course	Semester	Grade	Notes	Credit Hours
Engineering Calculus	ENGR 2101				3
Introduction to Mechatronics and Engineering	ENGR 2102				3
Introduction to Engineering Design	ENGR 2103				3
Statics	ENGR 2104				3
Dynamics	ENGR 2105				3
Electrical/Electronic Systems	ENGR 2106				3
Electrical Circuit Analysis I	ENGR 2107				3
Digital Circuit Fundamentals	ENGR 2108				3
Biomechanics and Instrumentation	ENGR 2109				3
Introduction to Fluids and Control	ENGR 2110				3
Heat Transfer	ENGR 2111				3
Mechanics of Materials	ENGR 2112				3
Microelectronics and Dynamics of Machinery	ENGR 2113				3
Technical Project Management and Soft Skills	ENGR 2114				3
Engineering Internship	ENGR 2115				3

Major requirements continued on next page

## ACADEMIC MAP

Mechatronics Engineering Academic Map  
 Department of Engineering Technology  
 Middle Tennessee State University • Murfreesboro



An academic map is a suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. This sample schedule serves as a general guideline to help build a full schedule each term. Minorities, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in four years. Missing milestones could delay your program.

This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current undergraduate catalog (catalog.mtsu.edu) for a complete list of requirements and electives. Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact the department and/or program area for current information.

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in four years (see back). NOTE: Learning Support courses will alter the sequence on this map.

### Suggested Fall/Spring Four-Year Schedule

FRESHMAN FALL			FRESHMAN SPRING		
Course	Hours	Milestones/Notes	Course	Hours	Milestones/Notes
ENGR 1102	3	Prereq: MATH 1101 or better	ENGR 2102	3	
MATH 1101 (Math)	4	Take MATH 1102 first week, prerequisite for MATH 1101 and separate MATH 1101 exam (see 200)	MATH 1102	4	Prereq: MATH 1101 with C or better
CHEM 1101/1111 (Nat. Sci.)	4		ENGL 1102 (Comm)	3	
ENGL 1010 (Comm)	3		PHYS 2101/2111 (Nat. Sci.)	4	Prereq: MATH 1101 with C or better
MULTIPLA (Public 1)	3		CSIS 1170	3	Prereq: MATH 1101 with C or better
<b>SUBTOTAL</b>	<b>17</b>		<b>SUBTOTAL</b>	<b>16</b>	
SOPHOMORE FALL			SOPHOMORE SPRING		
ENGR 2110	3	Prereq: MATH 1101 with C or better, CHEM 1101/1111	ENGR 2120	3	Prereq: ENGR 2110
ENGR 2210	3	Prereq: CHEM 1101	ENGR 2130	3	Prereq: ENGR 2110, MATH 1101
MATH 1101 (Math)	4	Prereq: MATH 1101 with C or better	MATH 1102	3	Prereq: MATH 1101 with C or better
HIST 2010, HIST 2020, or HIST 2030	3		ENGL 2020, ENGL 2030, or ENGL 2040 (TransPA)	3	
PHYS 2120/2121	4	Prereq: ENGR 2110	SOCSH 201 (Public 1)	4	
<b>SUBTOTAL</b>	<b>17</b>		<b>SUBTOTAL</b>	<b>16</b>	
JUNIOR FALL			JUNIOR SPRING		
ENGR 3010	3	Prereq: ENGR 2120, ENGR 2130, MATH 1101	ENGR 3020	3	Prereq: J. standing
ENGR 3050	3	Prereq: ENGR 2120, ENGR 2130, MATH 1101	ENGR 3030	3	Prereq: ENGR 3010
ENGR 3060	3	Prereq: ENGR 2120, MATH 1101	ENGR 3060	3	Prereq: ENGR 2120, CSIS 1170
ENGR 3910	3	J. standing	ENGR 3540	3	Prereq: See catalog
ENGR 3920	3	Prereq: ENGR 2120, ENGR 2130	ENGR 4501	3	Prereq: PCB
COMM 2201 (Comm)	3				
<b>SUBTOTAL</b>	<b>18</b>		<b>SUBTOTAL</b>	<b>16</b>	
SENIOR FALL			SENIOR SPRING		
ENGR 4500	1	J. standing	ENGR 4530	3	Prereq: ENGR 3020, ENGR 4510
ENGR 4510	3	Prereq: ENGR 3020, ENGR 3030	ENGR 4560	3	Prereq: ENGR 3020, ENGR 3030
ENGR 4520	3	Prereq: ENGR 3020	MATH 4000	3	
ENGR 4550	3	Prereq: ENGR 3020, ENGR 3030	HIST 2010, HIST 2020, or HIST 2030	3	
SOCSH 201 (Public 2)	3		TransPA (Public 2)	3	
<b>SUBTOTAL</b>	<b>15</b>		<b>SUBTOTAL</b>	<b>16</b>	
<b>TOTAL HOURS IN PROGRAM: 128</b>					

# ADVICE FROM MTSU FACULTY

## DO . . .

- GO TO CLASS!
- Check MT and D2L email DAILY.
- Take responsibility for your own academic career. The most successful students have consulted various official resources so that they fully understand the requirements.
- Approach your professors! They want to see you earn good grades and are willing to spend time outside of class to discuss the material.
- Enroll in summer courses. This can speed your progress toward graduation or make your course load lighter during regular semesters.
- Take at least 15 credit hours a semester to graduate in four years.
- STUDY, STUDY, STUDY! Strive for understanding the material.
- Cultivate a good working relationship with your academic advisor and faculty mentor.
- Keep your advisor informed. If you decide to change your major and/or minor, contact the advisor for the NEW major for guidance.
- Be aware of all prerequisites and grade requirements. Make sure that your academic plan includes those courses.
- Get to know your peers. You will likely find study buddies and even lifelong friends.
- Take advantage of FREE on-campus tutoring, workshops, and the career center.
- Get involved! Join clubs, honor societies, and volunteer your assistance. Jump on board with some undergraduate research, internships, etc.

## DO NOT . . .

- Take a full load if you are working or have other obligations that limit your study time. Graduate and medical schools are more concerned about your GPA and letters of recommendations than whether or not you completed your degree in four years.
- Avoid the hard classes your freshman year. Begin your science and math requirements as soon as possible! Many upper-division classes require science and math as prerequisites to the classes.
- Air your dirty academic laundry on social media. Once it is out there, it is staying forever!
- Take advice from somebody not authorized to give it. Your friends and parents will probably be happy to advise you, but if they are wrong and you listen to them, you will have to suffer the consequences.

### Conflict Resolution with a Professor/Advisor–Social Media is not the place for this!

- Professors/advisors are human—just like you!
- Your perception of a situation is not likely to be 100% accurate.
- You do not know for sure what is going on in the other person's mind or life.
- Go to the professor/advisor, explain how a situation made you feel or what you perceive to be the problem, and ask for their side on the matter.
- If a problem continues to exist, go to the professor's/advisor's supervisor with answers to the following question: What do you want to have happen in this situation? (May be more than one answer)
  - Grade change
  - Help with understanding a problem
  - Get an apology
  - Have the professor/advisor clarify a policy
  - Have the professor/advisor change a behavior
  - Reconciliation

# A PROFESSOR'S 11 TIPS FOR A SUCCESSFUL FIRST YEAR OF COLLEGE

Will lessons from high school be completely upended for some new and mysterious way of doing things? Here are 11 tips to help first-year students ensure their academic success.

*Joelle Renstrom teaches writing and research at Boston University with a focus on science fiction, technology, and artificial intelligence. [noodle.com/articles/a-professors-11-tips-for-a-successful-first-year-of-college](https://noodle.com/articles/a-professors-11-tips-for-a-successful-first-year-of-college).*

## 1. The first week does matter.

It's common for the first day or week of school to seem like a false start. It may seem acceptable to arrive to your first class late if the classroom is buried in a basement or is far from the dorm. Students often assume that nothing important happens in the first week—many even arrive to campus late from a summer vacation. But this mindset is problematic for many reasons.

Lots of classes have homework and important material right from the first lecture. Regardless of the academic content covered in those first sessions, remember that phrase “You never get a second chance to make a first impression”? That applies to the beginning of freshman year too.

If you miss class, arrive late, fall asleep, or otherwise don't engage, you'll get the professor's attention immediately—though not the kind of attention you'll want. This just starts the semester off on the wrong foot. The importance of momentum can't be overstated—if you make an effort in the first few weeks, the positive impetus will carry you through rough times later.

## 2. Talk to your classmates, even if it feels awkward.

During my first few semesters of college, I tried so hard to pay attention and take good notes that I didn't realize what I was missing—namely, the support and friendship of my classmates.

Professors often give assignments designed to test cooperative skills, and they take notice of students who thrive in groups. Classmates aren't competitors—

they're collaborators, and even friends. That's not to say you should write the same paper as your classmate; but studying together, putting test-cramming groups in place on social media, and even having venting sessions can help establish that feeling of camaraderie that makes everything seem more manageable.

## 3. Life is what happens when you're looking at your phone.

You should never use your phone in class—it's a pet peeve of every professor I know. But even outside of the classroom, students should be aware of how much study time is sucked up by text messaging, checking Facebook, or posting photos on Instagram.

My students often complain about having done poorly, despite spending so much time on a paper or studying for a test. I've noticed that this tends to happen when they are used to looking at their phones every 10 minutes which makes it hard to focus. Internet and social-media blocking programs such as Freedom, Anti-Social, Rescue Time, and Dark Room can help you stay on track when you're studying and writing papers.

## 4. Take breaks to prevent breakdowns.

While sustaining concentration for long periods of time may seem like the way to go, studies show that workers (and students) are more productive if they take breaks. Research even suggests time limits—roughly 52 minutes of work followed by roughly 17 minutes of play, preferably away from the computer.

My personal strategy is to set a timer for 45 minutes during which I write, grade papers, or do other work. When the timer goes off, I get up, stretch, get something to eat, or look at silly videos of cats for 15 minutes, and then I start the clock again. Working for about 45 minutes seems much less daunting than working for six to eight hours, and breaks are important for refueling and absorbing information. There is even an app called 30/30 that helps you set timers for your tasks and breaks.

It's also helpful to vary your study or work environment (research shows that studying in different settings helps the brain retain information). Better yet, go outside! Get some fresh air. Do something totally unrelated

# A PROFESSOR'S 11 TIPS FOR A SUCCESSFUL FIRST YEAR OF COLLEGE

Continued . . .

to the assignment. You know how your best thoughts occur to you on a drive or in the shower? Providing these opportunities will help with both your schoolwork and sanity.

## **5. Less can be more when it comes to credits.**

Tempted to take five classes or 20-credit hours your first semester? Think again. Such ambition is laudable, but freshman year is as much about acclimating to the campus, freedom, living situation, and social scene as it is about cramming for classes. It's tough to do all that if you're on an overloaded class schedule. First year is the worst time to drown in coursework. Besides, you also want to leave time open for extracurriculars.

One semester, I taught five writing courses, and it nearly killed me—that fifth one felt like 10 times more work than the others. Students who are in a rush to accrue credits can take summer courses instead.

## **6. Join student groups, but don't overcommit.**

One of the best ways to create a sense of belonging on campus is to join student groups.

Most schools have everything from academic organizations to religious associations to athletic clubs to volunteer opportunities, and many hold an activities fair in the first few weeks to give students a sense of possibilities.

Joining one or two groups at the beginning of freshman year is a great idea for socializing and building your resume. Just be sure not to overcommit—joining six organizations can feel a little bit like taking six classes.

## **7. Secure disability letters, accommodations, and excused absences as soon as possible.**

Students who need accommodations for academic, emotional, or physical disabilities, or related to sports or religious practices should secure them as early as possible. If you need extended time on tests or assignments, or accommodations that allow for notetakers or recorded lectures, you should visit the school's disability services office within the first week of classes. It can be tough to be proactive about absences and other special needs, but the sooner you get the letters to your professors, the better off everyone will be.

## **8. Treat teaching assistants (TAs) like professors.**

Many college freshmen are surprised when TAs give lectures and grade their tests. I've often heard students complain that their TAs aren't "real" teachers. Okay, so maybe the TA isn't the professor whose name appears on your transcript, but putting these educators into a lower category is a bad strategy.

TAs, like professors, can be amazing, mediocre, and everything in between. They also determine grades and maintain office hours for extra help. A professor will get irritated at students bypassing or complaining about the TA (and so will the TA!). Treat your teaching assistant with respect, just as you would your professor.



# A PROFESSOR'S 11 TIPS FOR A SUCCESSFUL FIRST YEAR OF COLLEGE

Continued . . .

## 9. Get acquainted with your advisor and campus resources.

College and universities have countless support systems in place to help students—tutors, writing centers, ESL services, health centers, emotional support and therapy, and more. These services are typically free, and using them only requires that you look them up and make an appointment.

Students sometimes feel overwhelmed, especially during freshman year, and can forget that schools have many mechanisms in place to assist them. One of the best people to turn to is your academic advisor, who can help you select classes, figure out prerequisites, and recommend additional supports if you are struggling. One of the biggest mistakes you can make is remaining a stranger to your advisor. And don't forget your professor's office hours—use them early and often.

## 10. A healthy body leads to a healthy mind.

My parents didn't allow me to eat sugary cereals, so when I first got to college, I had Cocoa Puffs - sometimes in chocolate milk (how gross is that?)—every single day. No wonder I was frequently tired and cranky.

Students are often surprised, and even overwhelmed, by the freedom and range of food choices in college. Yep, it is possible to eat ice cream for breakfast, lunch, and dinner—but that doesn't mean it's a good idea. Everyone's heard of the Freshman 15, but that's just the start. Recent research has confirmed the relationship between the gut and the brain—unhealthy eating affects one's emotional and cognitive states.

In college, you'll need to maintain good health. And since students are often burning the midnight oil, as well as living in close proximity with each other, taking vitamins and supplements as part of your daily routine can help fend off illnesses that seem to occur at the worst possible times.

Exercise also helps tremendously. Studies have shown that it makes people smarter and happier, and since you're taxing your brain all the time, it makes sense to switch it up and tax the body a little bit - and, in turn, give your brain a quick break.

## 11. Don't go home until Thanksgiving.

Sure, there are exceptions to this advice—if you get really sick, or a family member does, or there is an important event, you will probably return home before Thanksgiving. But for many students, going home is a way to escape the difficulties of adjusting to campus life.

Almost all schools have a parents' weekend in the fall, which is a great opportunity to see family and introduce them to campus and the town. If you think of going home as an option only if absolutely necessary, you'll be more likely to stick it out at school and solve problems on your own—which is really the whole point of the college experience.

### A closing note:

The first year of college brings many changes, and it can feel challenging to face this transition. Having these feelings is normal—in fact, the hundreds or thousands of other freshmen at your college are likely experiencing them too. Don't forget that there are lots of people around who are invested in helping you succeed, so be sure to reach out if things become too difficult. With a little bit of help and patience, you'll soon become a confident college student.

# 7 THINGS YOU'LL LEARN YOUR FIRST SEMESTER AS A TRANSFER STUDENT

by Phoebe Bain, who was a transfer student at the College of William and Mary

## **You're not the only person who transferred this semester.**

The transfer admission process probably felt pretty lonely. After all, while all your friends at your old school were picking out housing and classes for next semester, you were diving back into the Common App. However, once you actually arrive at your new college, you probably won't feel as lonely as you thought you would. Many colleges and universities actually have their own special orientation program for new transfer students.

When I transferred this past semester, I ended up becoming friends with a lot of people who transferred as well. Transferring is definitely a unique experience, so it's easy to bond with people going through the same experience as you.

## **Picking classes will be tough.**

Unfortunately, transfer students are often placed at the bottom of the barrel when it comes to picking classes for the upcoming semester. All of the other upperclassmen already picked their courses at the end of last year, so you'll probably be stuck with finding open spots in classes that are nearing capacity. Talk to your transfer and/or academic counselor to see if they can email professors for you explaining your plight. (Pro tip: Having a good relationship with your advisor is one of the best things you can do for yourself as a transfer student.) Additionally, you may have to take some sort of freshman seminar class, similar to what you already took at your previous institution. Don't worry; these classes are meant to be fun and help you become acquainted with what your new college expects from you academically. The seminar I had to take as a sophomore transfer was about American short stories. It ended up being a great experience; in fact, it was one of the classes that I got the most out of during my first semester as a transfer student.

## **There are older students who transferred before you and lived to tell the tale.**

During my first month or so as a college transfer, I would occasionally cross paths with an older student who had transferred the year or semester before. My jaw would drop, and my eyes would grow wide. I could not believe how happy these upperclass students seemed. None of them stuck out from the community in the way I so feared I would; they were all just going about their lives like regular college students.

Let these older and wiser transfer students be an inspiration to you; the first few weeks of being a transfer can be really tough emotionally. However, so many people have gone through the process and come out better for it on the other side. Let them be your guides, and feel free to ask them for advice! They have walked in your shoes before—and even made them fashionable.

## **Transfer orientation will probably be awful.**

The freshmen will be all wide-eyed and in awe of the entire college experience. They will cheer and get into the spirit with their orientation leaders. And you, transfer student? You will probably hate the entire thing. To be totally honest, I spent most of my transfer orientation crying in the bathroom (which, to be fair, was really about the emotional experience of transferring, not because the transfer orientation was so bad it made me cry. But still.)

You've been through orientation before, you've had people welcome you into their community for the next four years, and, well, it didn't work out. So it's natural to feel a little dismayed (at best) or miserable (at worst). The best thing you can do in this situation is bond with your fellow transfer students over it. Your transfer group will create orientation memories of your own.

# 7 THINGS YOU'LL LEARN YOUR FIRST SEMESTER AS A TRANSFER STUDENT Continued . . .

## **You won't feel like a freshman all over again.**

One of my biggest fears once I decided to transfer was that I would feel like a freshman all over again. However, this fear proved to be entirely false. I didn't feel like a freshman—but, at the same time, I didn't feel like a regular sophomore either. I felt like a sophomore transfer student. I was my own unique breed of student, and that was okay. I wasn't as dumbfounded and fearful as the freshmen were, yet I still got a little lost going to class sometimes. As a transfer student, it's okay to not fit into your class year in the same way as everyone else; you can forge your own path through your new college experience.

## **Getting involved will still be just as easy.**

Remember the activities fair that was so nicely marketed to you freshman year? Yeah, that still happens as a transfer. One of the best decisions I made for myself when I transferred was joining Greek life at my new school. I went through recruitment with a great group of transfer girls, and we all bonded over how badly we wanted a sorority to make us feel at home. Once I received my bid, I realized how many other girls in my pledge class (and sorority as a whole) had gone through the transfer process too. I immediately felt less alone. After I got my "Big" and had my whole sorority family, I felt like I had a place on campus. Whether it's Greek life, a cappella, club sports, or Model UN, getting involved in your school's community is the best thing you can do for yourself as a new transfer student.

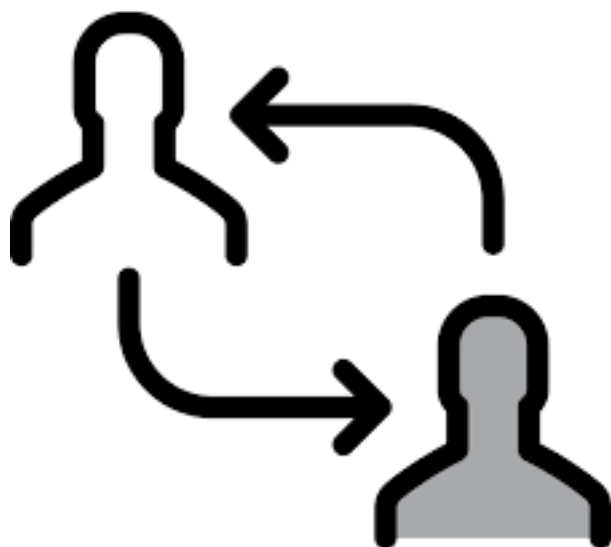
## **Being true to yourself may be hard—but it's so important in your happiness.**

As a transfer student, it's really easy to cling onto anything (or anyone) that makes you feel less alone on your new campus. I definitely went through an identity crisis during my first semester as a transfer. So here are a few words of wisdom, from my transfer experience to yours:

- Remember who you are. Make sure your values transfer with you.
- Finding a group of people to hang out with isn't automatically the same as finding a group of real friends who support and care about you.
- There are things you'll come across in college that create community very easily. That doesn't mean these things are inherently good.
- Real friends are out there. There are lots of ways to meet them (even as a transfer).

Lastly, here is one tip I recommend above all else: **Try to meet as many people as possible.** It's very easy as a transfer to find one person, such as one best friend or significant other, and literally spend all your free time with them because you're scared of meeting new people. Whatever you do, please don't do that. The only way to be truly happy as a transfer student is to meet lots of new people and find your own place in your new college or university. Don't look to anyone to do that for you or take that experience away from you.

[collegexpress.com/interests/transfer/blog/7-things-youll-learn-your-first-semester-transfer-student](http://collegexpress.com/interests/transfer/blog/7-things-youll-learn-your-first-semester-transfer-student)



# REMOTE LEARNING

## Preparing for Learning Remotely: Creating a Learning Environment

- Whenever possible try to create a dedicated workspace in a quiet place.
- Clear off a flat surface where you can sit or stand to work. Keep everything you will need nearby (notebook, post-its, pen/pencil, water, etc.)
- Communicate to those around you about your need to focus.
- When you are working in your workspace, sign out of social media, turn off notifications, and turn on blocking apps.
- Although your dedicated workspace is best for focused work, such as studying and test taking, consider varying your location for some of your other work. If you are in an area where libraries and cafes are closed, you could try working in other quiet spots in your home or you could do your reading outside.
- Social distancing protocols may mean finding a quiet, unoccupied space is difficult for many people. Do your best to communicate with your instructors about any challenges you are facing as soon as possible.
- For each course this semester, write down one goal you have for it. It can be functional ("I want to get the highest grade possible for my med school apps") or it can be developmental ("I really want to understand international politics as best I can"). Put your goals up in your workspace and use them to keep you motivated.

# ZOOM

## Getting Set Up for Zoom Meetings and Appointments

- Test using Zoom before your first lecture or meeting.
- Make sure that anyone who shares your space knows when you will be in class. Request that you aren't interrupted during those times, if possible.
- Close all additional programs running on your computer to increase bandwidth to help Zoom function in the most optimal way.
- If you have headphones and a microphone, make sure they are working properly, especially make sure your microphone is not producing feedback.
- If possible, try to be in a room that has fabric or other soft items on the wall or nearby to reduce echoing (e.g. decorations on the wall, pillows). You could also partition off your workspace by hanging a blanket. If you are getting a lot of echoing, earphone with a microphone will also help.

## Practicing Good Etiquette in the Zoom Classroom

- Remember that your instructors can see you. Be conscious of the image you are projecting and whatever is going on behind you.
- Act as if you are in a classroom. Don't walk around or leave the room unless your instructor has said that is OK.
- Has your instructor set any ground rules for their Zoom classroom? If so, be sure to read them. If not, it is OK to ask for some ground rules. Some questions to ask: What are your expectations for class participation? Should I raise my hand digitally? Do you want us to use the chat function? Don't assume you know the ground rules unless your professor has explicitly stated them.
- Know your environment may include unavoidable distractions (e.g. people walking around, children, noise), consider letting your professor know ahead of time. At minimum, stay muted whenever you are not talking. You might also ask if it would be helpful to have your camera turned off.

# MANAGING TIME WHILE LEARNING ONLINE

- Create a daily schedule with consistent wake-up and sleep times.
- Set goals for each week. What specific things do you want to achieve? How will you break your work down into smaller, manageable pieces?
- Break your day into 30-minute or 1-hour increments, with a specific activity devoted to each one. We often think we will be more productive working in big chunks of time, but research shows the opposite is true. We tend to get more work done if we work in small bursts.
- Act like you are going to class. Shower, get dressed, eat, and use the time you would spend walking to class to prepare mentally for lecture.
- Don't forget to schedule intentional breaks for eating, exercise, and socializing. Do try to schedule these during low-energy times of the day. Research shows that sleep and exercise actually help you learn. Make time for them!



# GETTING THE MOST OUT OF LEARNING ONLINE

## Reducing Distractions

- Turn off computer and phone notifications during work hours.
- Consider using Self-Control apps during the times you have scheduled for class and work. Some examples include Block Site for Chrome, SelfControl for Mac, Freedom for FireFox, Hocus Focus for Mac, FocusMe for Windows/Mac.
- Work in short bursts with a clear goal. The Pomodoro technique is one method you can use. In its simplest form, the Pomodoro technique involves, first, deciding on a task you want to get done and, second, setting a timer for 25 minutes of work on that task followed by a 5-minute break and repeating that cycle three or four times before taking a longer break (e.g., 30 to 60 minutes).
- Create an incentive system where you reward yourself for finishing tasks with small treats or fun breaks.
- Try interleaving, or switching between different topics you're studying. Research shows that interleaving is better for memory than focusing on one topic for hours; the variation can also help you stay attentive for longer.
- Keep your workspace tidy so you aren't tempted to procrastinate with cleaning.

## Staying Engaged by Being Engaged

- When attending your Zoom class, take notes just as you would when you are there in person. Do not depend on yourself to re-listen to the recorded lecture later to take notes or to jog your memory.
- If you are watching a recorded lecture, watch it at normal speed. If you cannot resist the temptation, do not go beyond 25% compression. Research shows that students' ability to learn information drops significantly somewhere between 25% and 50% compression.
- When attending a Zoom class or watching a recorded lecture, focus on that one activity. Do not be tempted to multitask (e.g., do not try to attend class and do the daily crossword or watch a lecture and check your email). We all think we are good at multitasking, but we are not. Instead of multitasking, we are simply switching our attention between tasks, and that results in wasting time, making mistakes, and remembering less.

## Maintaining and Creating Social Support

- The requirements of social distancing mean that many of us won't be allowed to meet up with others in person for the foreseeable future. Your courses are a great way to combat the resulting sense of isolation! Try to see lectures and study groups as opportunities to have enriching social connections.
- It's important to find ways to engage in social interactions with your classmates when your classes go online. You might have to make that happen since some classes may not immediately provide such interaction. If you are in a discussion-based class and aren't getting the opportunity to talk, try asking your professor to experiment with smaller discussions in breakout rooms. Research shows that maintaining social interactions is associated with the effectiveness and enjoyment of online classes.
- Schedule online study groups to complement your independent work.
- Schedule chat times with friends as rewards for work completed or intentional breaks in the day.

# TAKE CARE OF YOURSELF

Studying from home can be stressful, so experiment with some strategies that might help you manage the stress!

Try working in 30-minute or 1-hour increments and spend the last 5 minutes doing some light exercise (e.g., sun salutations, jumping jacks, push-ups, air squats). You can study in athletic clothes to stay motivated (and comfortable)!



Take a daily walk outside, especially if you are staying in a place that is restricting gatherings and other kinds of movement.

Keep healthy snacks around, but don't beat yourself up for the occasional lazy day and bowls of ice cream.



If the news and social media are creating stress, try putting your phone in airplane mode, even for short periods of time.

Schedule video study groups and social time. Texting in real time provides some connection, but seeing the face of a friend or classmate can actively decrease your sense of isolation.



Do whatever you can to make your workspace as soothing as possible. Flowers, house plants, and pictures of beautiful places can create a sense of peace.



# MT MOBILE APP

MTSU Mobile is a smart phone application developed by students for students to provide easy access to a wide variety of university information. Features include:

- TRACKING OF BUS LOCATIONS
- PARKING LOT INFORMATION
- CLASS SCHEDULE INFORMATION
- CLASSROOM AND OFFICE LOCATIONS
- FACULTY CONTACT INFORMATION
- ACADEMIC PROGRESS REPORTS SUBMITTED BY PROFESSORS
- CAMPUS OFFICE PHONE NUMBERS
- CONFIRMING THE UPCOMING TERM'S CLASS SCHEDULE
- AND MORE!



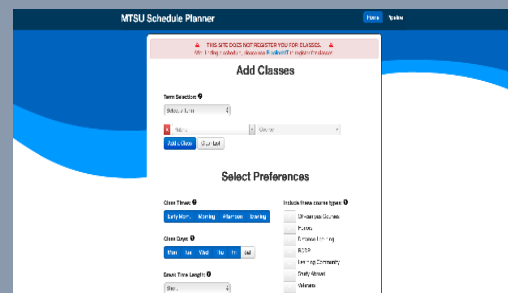
# MT SCHEDULE PLANNER

[sched.mtsu.edu](http://sched.mtsu.edu)

MT Schedule Planner is a tool that students can use to get guidance in finding the schedule best suited for them. The planner lets users select upcoming terms, class times, days of the week, break times and lunch times, among many other things.

**THIS SITE DOES NOT REGISTER YOU FOR CLASSES!**

- LOG IN TO PIPELINE
- IN THE PRIORITY REGISTRATION TOOLS BOX, CLICK ON SCHEDULE PLANNER
- CHOOSE THE PARAMETERS THAT BEST SUITS THE SCHEDULE YOU ARE TRYING TO CREATE
- ONCE YOUR SCHEDULE IS GENERATED, WRITE DOWN THE CRN NUMBERS THEN RETURN TO PIPELINE TO REGISTER FOR YOUR CLASSES.
- NOTE: SCHEDULE PLANNER DOES NOT WORK WITH SUMMER CLASSES OR ONLINE COURSE SECTIONS.





# STUDENT SUCCESS

Our goal is your graduation, and we are happy to help you along the way! In addition to the academic advising services found in the CBAS Advising Center, the Office of Student Success exists to support all MTSU students in their pursuit of academic excellence. This office coordinates services like free tutoring, success workshops, and financial assistance. Visit their website: [mtsu.edu/studentsuccess/index.php](https://mtsu.edu/studentsuccess/index.php)

**Did you know that free tutoring is available for almost every subject?** Use it! CBAS students especially must have a solid understanding of math and science. If you know that these areas are challenging for you, decide now that you will devote time to tutoring.

- To find tutoring for your courses, visit [mtsu.edu/studentsuccess](https://mtsu.edu/studentsuccess), and then click **"Tutoring Spot"**. You will find tutoring locations around campus with a wide range of tutoring hours throughout the week—sometimes even on weekends!
- The largest tutoring center can be found in Walker Library. Free online tutoring is also available to students enrolled in at least one online course. A word of advice: Seek out tutoring early on in the semester for courses that you know will be challenging! It is far better to get extra help early and often, rather than scramble to salvage a low grade late in the semester.
- Supplement your regular studying and tutoring visits by utilizing free online resources like [khanacademy.org](https://www.khanacademy.org) and [coursera.org](https://www.coursera.org) throughout the semester, and even during semester breaks to keep the material fresh in your mind.
- MTSU students, faculty, and staff have access to the online training video library, **LinkedIn Learning** (formerly Lynda.com). Tutorials are available for thousands of writing, publishing, graphic design, animation, and audio/video programs; career fields like marketing, filmmaking, game creation, IT security, and web design; and even job skills such as time

management and project coordination. So, whether for classroom assignments or personal and professional development, you can learn with LinkedIn.

#### Accessing LinkedIn Learning with your MTSU account:

- Log in to the access portal at: <https://portal.office.com/myapps>. Once the page loads, you will see the Office 365 sign-in page.
- Under "Work/School Microsoft Account" credentials, enter your MTMail username@mtmail.mtsu.edu. Then type in your MTMail password.
- Click the sign-in button. \*If you are prompted to choose a Work, School, or Personal account, then choose "Work or School."
- From here you can click on LinkedIn Learning where you will automatically be signed in and ready to use the program. If you previously had a Lynda.com account, you will see a greeting prompting you to migrate your old profile to your new account.
- Student success workshops are a great free service that you can access each semester. Visit [mtsu.edu/studentsuccess](https://mtsu.edu/studentsuccess), and click "Academic Series" for the schedule of workshops. Topics range from time management and goal-setting to study skills and career exploration—and much more!
- If you are experiencing financial difficulties, the Office of Student Success has resources to help! Stop by Peck Hall 142 to discuss your situation and find out if our services, like MTSU Food Pantry and Emergency Loans, can meet your needs!



**DON'T WAIT FOR  
OPPORTUNITY.  
CREATE IT.**

# ACADEMIC POLICIES

Student Status—your classification is determined by the number of credit hours completed:



## GRADES

The following is a description of the criteria used in assigning course grades:

A—Work of distinctly superior quality and quantity accompanied by unusual evidence of achievement

B—Work of good quality and quantity accompanied by evidence of achievement beyond the essentials of the course

C—Work demonstrating fulfillment of the essentials of the course

D—Passing work, but below the standards of graduation quality

F- Failure

### Grade Point Average

The following point system is used in determining the grade point average (GPA):

For each credit hour of:	Quality points:
A	4
B+	3.33
B	3
B-	2.67
C+	2.33
C	2
C-	1.67
D+	1.33
D	1
D-	0.67
F or FA	0

Example:	Fall 2020			
Grade	x	Credit	=	Points
A (4)		3		12
B (3)		3		9
A (4)		3		12
C (2)		3		6
D+ (1.33)		3		3.99
F		1		0
		<hr/>		
		16		42.99
				<hr/>
Quality Points				<u>42.99</u>
Quality Hours				16
				GPA: 2.68

Fall 2020				
QPts	<u>42.99</u>	GPA		
QHrs	16			2.68
Fall 2020				
QPts	<u>45</u>	GPA		
QHrs	15			3.00
Fall 2020				
QPts	<u>87.99</u>	GPA		
QHrs	31			2.83

Grades of P, I, N, and W and grades transferred from other institutions are not counted in the GPA.

### Repeating Low Grades

You may repeat any course in which you have received a grade of "C" or lower. The last grade earned will stand, even if that grade is lower than the first attempt. The first attempt is always removed from the calculation of the GPA, but it still appears on your transcripts. Each subsequent attempt is calculated into the GPA. NOTE: You are not required to repeat a "D" except when another course requires a "C" or better as a prerequisite. Many advanced programs (medical schools, graduate schools, etc.) will recalculate your GPA including the grade from the first attempt before considering your application.

### Academic Probation and Suspension

A student who fails to meet one of the following standards will be placed on academic probation:

1. Attain a 2.00 GPA for the current term, or
2. Meet one of the following:
  - 29.99 GPA hours—1.50 overall combined GPA
  - 30-49.99 GPA hours—1.80 overall combined GPA
  - 50+ GPA hours—2.00 overall combined GPA

A student on probation who fails to meet one of the above standards during the next semester of enrollment will be suspended.

A first suspension requires that the student stay out of school for one semester. Summer terms do not count for this purpose. A second or subsequent suspension results in dismissal from the University for one calendar year.

# WITHDRAWALS

[mtsu.edu/withdraw](https://mtsu.edu/withdraw)

1. Students who withdraw from a course at any time during the first two weeks of the semester will not receive a grade on their transcripts.
2. Students who withdraw from a course before 60% of term has been completed will receive a grade of "W" on their transcript.
3. After 60% of the term has been completed, students may not withdraw from a course unless there are extreme extenuating circumstances that necessitate withdrawal from the University. Permission from the instructor and department chair will be required.
4. Students who are granted withdrawal from a course after 60% of the term has been completed will receive a "W" if they are passing the course at the time of withdrawal and a "F" or "FA" if they are failing the course at the time of withdrawal.

# INCOMPLETES

A student may receive an Incomplete ("I") if there are extenuating circumstances occurring after 60% of the term has been completed that would prevent the student from completing the course requirements. The instructor determines if the circumstances warrant an incomplete. An incomplete is only granted if the student is in good academic standing at the time that the circumstances occur. Students are required to make up an incomplete before the end of the next regular semester (DO NOT RE-REGISTER FOR THE COURSE). Incompletes convert into a grade of "F" if they are not completed.

**WE DON'T WANT YOU  
ON THE STRUGGLE BUS.  
SEE YOUR ADVISOR(S) EARLY  
AND OFTEN TO AVOID THAT  
RIDE!**



# EMERGENCY AID FOR STUDENTS

## **MTSU Food Pantry**

MTSU's Food Pantry, stocked entirely by donations, is located in MT One Stop in the Student Services and Admissions Building. Any active, currently enrolled MTSU student is eligible for short-term assistance. Non-perishable, canned, boxed, and dried items are generally available. Additional assistance is also provided to students that may have more long-term needs through relationships with community partnerships.

## **Raiders Closet**

Raiders Closet helps students put their best "non-verbal" foot forward when seeking an internship or new job. Professional attire, donated by community members, is available to help students acquire needed professional clothing and accessories. Students in need of a suit, dress, or other gently used professional attire should visit the Raiders Closet on the third floor of the KUC 327, or visit the Career Development Center in KUC 328.

## **Student Government Association (SGA) Emergency Loans**

The SGA Emergency Loan Program may provide small loans of \$100 to both graduate, and undergraduate students with an emergency need. The loans are short-term and must be repaid in 30 to 90 days. Students do NOT need to have filed a FAFSA form to be eligible for an SGA loan. However, the student will not be eligible for an SGA loan if they currently owe an MTSU balance. Student must be enrolled in 6 credit hours during fall/spring semesters and/or enrolled in 3 credit hours during the summer. Students may only receive one SGA loan per semester. International students are excluded from receiving an SGA loan. Students seeking help should be referred to the MTSU Financial Aid office. Funds are limited.

## **Emergency Short-Term Foundation Loans**

The Emergency Short-Term Foundation Loan provides loans of up to \$500 to undergraduate, graduate, and international students. Students do NOT need to have filed a FAFSA form to be eligible for an Emergency Short-Term Foundation Loan. Applicants must provide a paycheck stub or show proof of ability to repay the loan. Graduate assistants and student workers may receive the loan against their monthly stipend or amount of their regular paycheck. Students may only receive one Emergency Short-Term Foundation Loan per semester. Students seeking help should be referred to the MTSU Financial Aid office. Funds are limited.

## **MTSU Student Micro-Grants**

These funds are awarded as grants and do not have to be repaid. Micro-grants are available up to an amount of \$250 and are available to undergraduate, graduate and international students. Students may be awarded the micro-grant only once during their tenure at MTSU.

To be eligible, students must be in academic good standing, with a minimum of a 2.0 overall cumulative GPA at the time of the request. Student must be classified as degree-seeking and be enrolled in 6 credit hours during fall/spring semesters and/or enrolled in 3 credit hours during the summer. Students must demonstrate satisfactory academic progress as determined by the MTSU Financial Aid office. Students currently on financial aid warning, probation, or suspension are not eligible. Students receiving other forms of financial aid may not receive the mini-grant if it will cause them to exceed their allowable total Cost of Attendance calculation.

Students seeking support should contact their college advisor or the dean's office in the college of their major to obtain additional information regarding the micro-grant. The dean or his designee will review the student's situation and determine a final recommendation to the dean, contact the MTSU Financial Aid office to verify student eligibility, and begin the disbursement process.

# DEPARTMENTAL SCHOLARSHIPS

Departmental scholarships are offered by the various academic departments across campus. These scholarships are usually academic performance-based, with specific major and GPA requirements. Most departmental scholarships have application deadlines during both the Fall and Spring semesters. Please contact your academic department to learn more about the requirements and application process.

Search departmental scholarships– <https://mtsu.scholarships.ngwebsolutions.com>



# HOW TO KEEP YOUR HOPE SCHOLARSHIP

## GRADES

- After every 24 credit hours you attempt, your lottery GPA will be checked to make sure that you have met the standards to keep your scholarship. The standards are:
  - 24 attempted credit hours—2.75 GPA
  - 48 attempted credit hours—2.75 GPA
  - 72 attempted credit hours—3.00 GPA (or a 2.75 GPA and 3.0 semester GPA)
  - 96 attempted credit hours—3.00 GPA (or a 2.75 GPA and 3.0 semester GPA)
- If after the 72-hour mark, your GPA is between 2.75 and 2.99, keeping a 3.0 semester average will also allow you to keep or regain your scholarship as a provisional student. However, your grades are then checked every semester, and you must be full-time in the fall and spring.
- If you lose your scholarship because your GPA is too low, you CAN GET IT BACK simply by bringing your GPA up to meet the requirements when you reach the next benchmark (48, 72, or 96 attempted hours). You can only do this one time.
- If you fail a class or make a low grade that brings your GPA down, you can retake that one class and try to make a better grade to replace the bad grade. This is different from MTSU's policy, which allows you to retake any class over for a better grade. The HOPE Scholarship will only recognize one such replacement, and you must file a Lottery Repeat form with MT One Stop after the course has been completed and the grade posted.
- There are certain, unique situations (such as medical reasons) where you can appeal losing your scholarship due to a change in enrollment. Consult MT One Stop if you think you have one of those situations. You will need to provide ample documentation for your appeal.
- Grades of "W" don't hurt your GPA, but they are an attempted class and count toward your 120 attempted-hour limit for the HOPE Scholarship.

## ENROLLMENT

- After every 24 credit hours you attempt, your GPA will be checked to make sure that you have met the standards to keep your scholarship. The standards are:
- You can go either full-time or part-time each semester, but you have to at least be enrolled in 6 hours each Fall and Spring semester to receive funds. You may enroll in 1 hour to keep your eligibility, but you won't get money for it.
- If you are a provisional lottery student, you must be enrolled full-time every fall and spring semester. If you are not enrolled full-time, this will be considered a loss.
- If you are enrolled part-time for a semester, your lottery award will be prorated. If you are enrolled full-time at the beginning of the semester, you only have 14 days to drop to part-time at which time your lottery award will be prorated. After the first 14 days of the semester, if you drop to part-time you LOSE YOUR SCHOLARSHIP FOREVER! You can drop to part-time before the 14th day and keep your scholarship, but you may owe some money back to the University.
- The HOPE Scholarship can cover some summer school if you started college in or after fall 2009. You must take at least 6 hours to receive funds, and you may receive up to a full award if you are enrolled in 12 hours or more. These hours do count toward your 120-hour limit.
- Dual Enrollment credits do NOT count toward your attempted hours or HOPE Lottery GPA. They will be factored into your MTSU GPA, so it is important to keep up with what your HOPE Lottery GPA actually is.
- Students can choose to wait 16 months after high school graduation to start college and receive Lottery Scholarship money. However, enrollment in ANY other institution, even cosmetology school or a trade school, makes you ineligible.
- If you stop attending class after the 14th day, this may result in an "FA" grade which counts as an "F" in your GPA. This also could change your enrollment hours and can result in the permanent loss of your scholarship.
- HOPE Lottery Scholarship Termination information:  
A student may receive the TELS scholarship until the first of the following terminating events:
  - You may receive TELS up to five years from the date of your initial enrollment; or
  - Until you receive a bachelor's degree; or
  - Until you have attempted 120 TELS hours or have received the HOPE scholarship for eight full-time equivalent semesters, whichever occurs later.

The HOPE Lottery Scholarship can save your thousands of dollars in loans, all for the cost of going to class and keeping a B average. Shoot for a 3.0 every semester, stay full-time, and always consult an advisor and MT One Stop before dropping a class.